# **ANVY INC**

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# 

USER Manual

Contents

[**ANVY INC** 0](file:///E:\Minh-HOANG\Document\user-guide\worktraq-vn\Admin\Back-end_for_user.docx#_Toc357774051)

[0](#_Toc357774052)

[About The Worktraq 1](#_Toc357774053)

[**What is Worktraq.** 1](#_Toc357774054)

[Back-end 2](#_Toc357774055)

[**Login the worktraq system.** 2](#_Toc357774056)

[System – Admin 3](#_Toc357774057)

[**Home** 3](#_Toc357774058)

[**company – company** 7](#_Toc357774059)

[Advanced 8](#_Toc357774060)

[Add New 8](#_Toc357774061)

[Export 11](#_Toc357774062)

[Print 12](#_Toc357774063)

[Content - page 12](#_Toc357774064)

[**company – location** 14](#_Toc357774065)

[Advanced 15](#_Toc357774066)

[Add New 16](#_Toc357774067)

[Print 21](#_Toc357774068)

[Content - page 21](#_Toc357774069)

[**company – Region** 24](#_Toc357774070)

[Advanced 25](#_Toc357774071)

[Add New 25](#_Toc357774072)

[**company – Role** 29](#_Toc357774073)

[Advanced 29](#_Toc357774074)

[Add New 30](#_Toc357774075)

[Export 38](#_Toc357774076)

[Print 38](#_Toc357774077)

[Content - page 38](#_Toc357774078)

[**contact – contact** 41](#_Toc357774079)

[Advanced 42](#_Toc357774080)

[Add New 42](#_Toc357774081)

[Export 47](#_Toc357774082)

[Print 48](#_Toc357774083)

[Content - page 48](#_Toc357774084)

[**contact – User** 50](#_Toc357774085)

[Advanced 52](#_Toc357774086)

[Add New 53](#_Toc357774087)

[Export 58](#_Toc357774088)

[Print 58](#_Toc357774089)

[Content - page 59](#_Toc357774090)

[**products – tags** 62](#_Toc357774091)

[Advanced 64](#_Toc357774092)

[Add New 64](#_Toc357774093)

[Export 67](#_Toc357774094)

[Print 67](#_Toc357774095)

[Content - page 67](#_Toc357774096)

[**products – material** 69](#_Toc357774097)

[Advanced 70](#_Toc357774098)

[Add New 70](#_Toc357774099)

[Export 73](#_Toc357774100)

[Print 73](#_Toc357774101)

[Content - page 73](#_Toc357774102)

[**products – Products** 75](#_Toc357774103)

[Advanced 77](#_Toc357774104)

[Add New 77](#_Toc357774105)

[Export 88](#_Toc357774106)

[Print 89](#_Toc357774107)

[Content - page 89](#_Toc357774108)

[**product – product Group** 92](#_Toc357774109)

[Advanced 93](#_Toc357774110)

[Add New 94](#_Toc357774111)

[Export 98](#_Toc357774112)

[Print 99](#_Toc357774113)

[Content - page 99](#_Toc357774114)

[**product – packages** 101](#_Toc357774115)

[**product – threshold group** 101](#_Toc357774116)

[Advanced 102](#_Toc357774117)

[Add New 103](#_Toc357774118)

[Export 107](#_Toc357774119)

[Print 107](#_Toc357774120)

[Content - page 107](#_Toc357774121)

[**order – order** 109](#_Toc357774122)

[Advanced 110](#_Toc357774123)

[Export 111](#_Toc357774124)

[Print 111](#_Toc357774125)

[Content - page 112](#_Toc357774126)

[In Production: 115](#_Toc357774127)

[**shipping – shipping** 118](#_Toc357774128)

[Advanced 119](#_Toc357774129)

[**shipping – tracking company** 120](#_Toc357774130)

[Advanced 121](#_Toc357774131)

[Add New 122](#_Toc357774132)

[Export 124](#_Toc357774133)

[Print 124](#_Toc357774134)

[124](#_Toc357774135)

[Content - page 124](#_Toc357774136)

# About The Worktraq

## **What is Worktraq.**

Anvy Inc′s Worktraq OPM System enables you to create order and manage your promotional, marketing and POP purchases from the comfort of your office and save them for re order at a later date. Whether you are rebranding your current locations or opening new and exciting stores, our worktraq system allows your managers the freedom to order products and printed materials direct from our shop. We create a simple database of products and prices, your managers and affiliates login into the system with proprietary usernames and select from a pre-selected list of items, the items are printed and shipped to the mangers location within five business days. As a superuser, you have the ability to lock certain items from the ordering list or to allow managers and affiliates to order any item they need for their location. We have the option to customize the database for the individual users and you will have the option to approve and review all orders before submitting to us.

# Back-end

## **Login the worktraq system.**

**Step 1 :** Go to the address website : <http://worktraq.anvy.net>. The page login website :

Here you can login account :

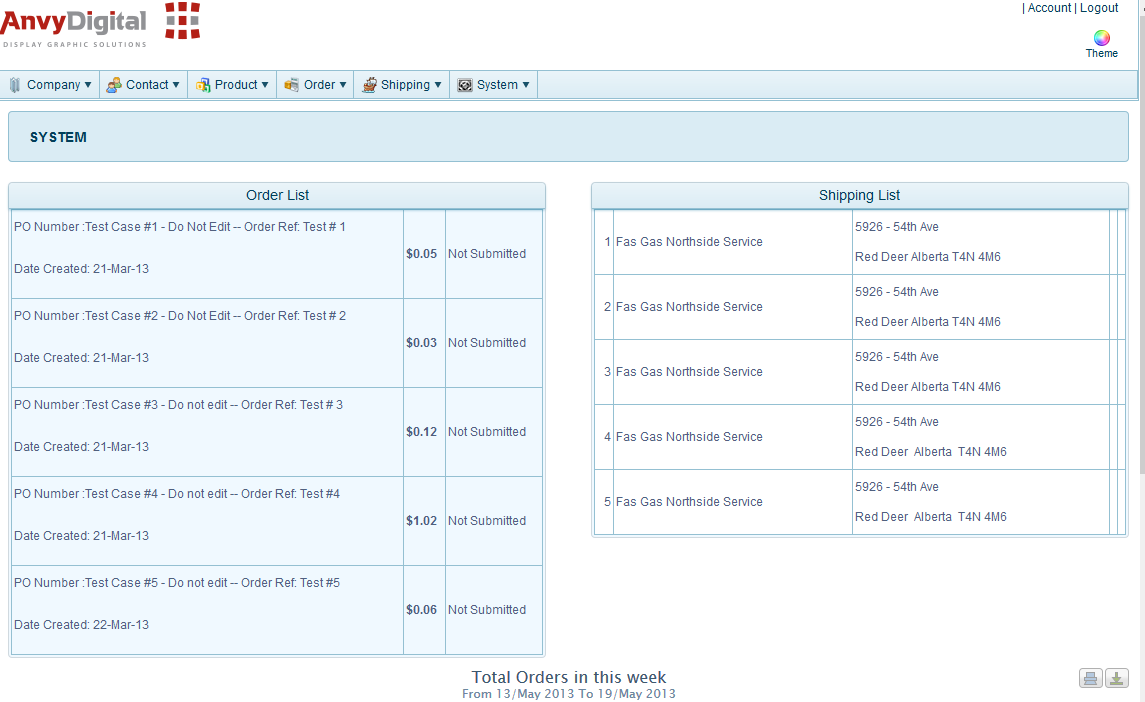
* Admin – Full function 🡪 Login to page system
* User – depends on providing admin 🡪 Login front – end website

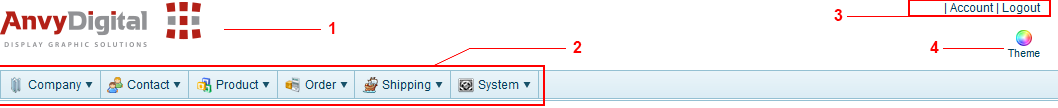
  
**Step 2:** Please enter the your username or password to login the worktraq system. If the your username or password is not correct, the system will appear alert. If you forget your account, please contact … . We sent your account via email, phone…

# System – Admin

## **Home**

When you login successful, you will see homepage for system – admin, this page will statistics all total: order, shippping and show statistics form chart.  
(This page is layout system website: )

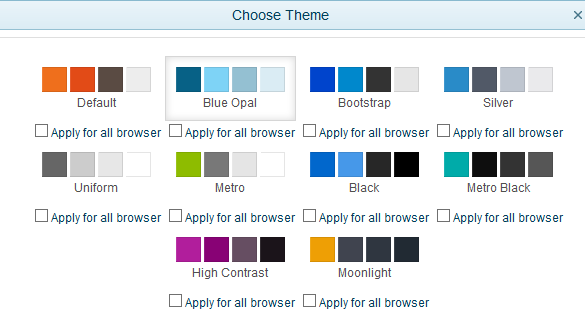




* **1** – Company logo
* **2** – Menu system have all:
  + Company
    - [Company](#_company_-_company)
    - [Location](#_company_-_location)
    - [Region](#_company_-_Region)
    - [Role](#_company_-_Role)
    - [Function for company](#_company_-_Function)
  + Contact
    - [Contact](#_company_-_contact)
    - [User](#_company_–_User)
  + Product
    - [Tags](#_products_-_tags)
    - [Material](#_products_-_material)
    - [Products](#_products_-_Products)
    - [Products Group](#_product_-_Group)
    - [Packages](#_product_-_packages)
    - [Threshold Group](#_product_–_threshold)
    - [Signage Layout](#_product_–_signage)
  + Order
    - [Order](#_order_-_order)
  + Shipping
    - [Shipping](#_shipping_-_shipping)
    - [Tracking Company](#_shipping_–_tracking)
  + System
    - [Province](#_system_-_province)
    - [Support](#_system_-_Support)
    - [Settings](#_system_-_settings)
    - [Message](#_system_-_message)
    - [Email Templates](#_system_–_Email)
    - [Global Configuration](#_system_–_Global)
    - [Module](#_system_-_Module)

(If you want know information: you can click menu corresponding)

* **3** – Account | Logout:
  + Account information 
  + here you can log out, you can click 
* **4** - 
  + You can choose many layout color for this site admin – when you click you will see all them (Only you choose 1 them). Change for all browser then you click checkbox Apply for all browse.



In Homepage system admin you have table Order List: Will show all Order list for customer ordered on webiste.

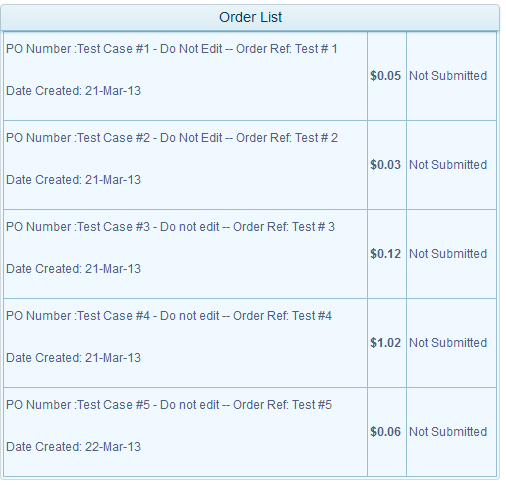
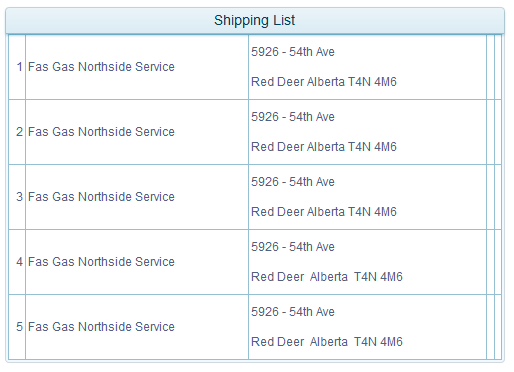


Table Shipping List: Will show all shipping list in day.



This Chart for Total orders in this week

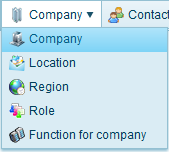
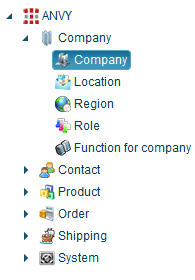


You can export to raster or vector images, please click   
Or you can print this chart, you can click 

## **company – company**

Description: You will know Company information in this menu to help you know lates.

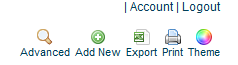
You can click from menu top: Company 🡪 Company, or from menu left(when you clicked at least 1 menu from menu top) and then click menu you want, here Company:

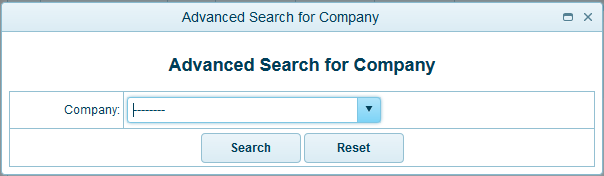
Pages Company:



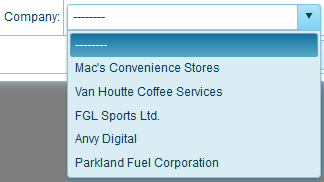
Function menu top right for page:



### Advanced



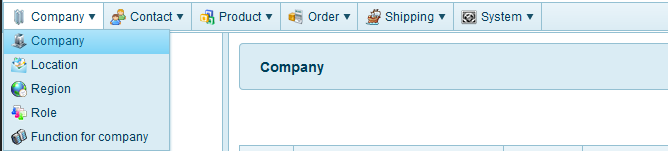
All company registed, you can see and then you need select 1 company you want search:



And then click button search:  or reset fileds selected by you 

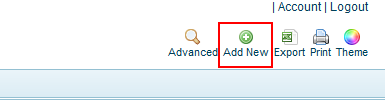
### Add New

Please click the link **Company** from menu **Company**

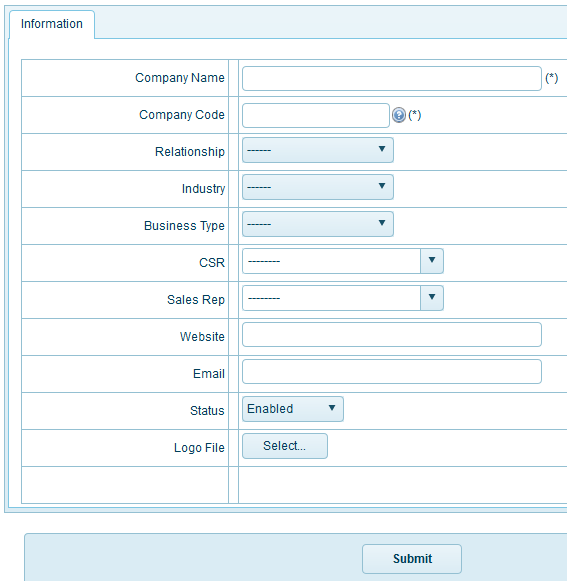
****You can saw this page **Company**

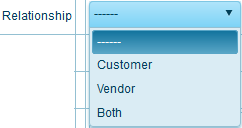
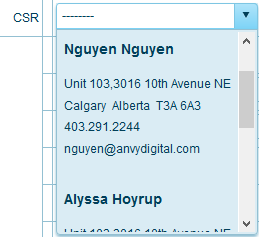
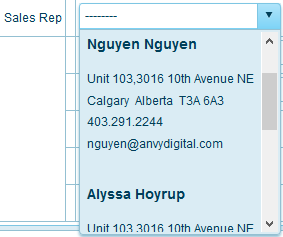
****

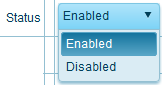
Please click the link **Add New** – menu top right from page **Company**



You can see table information you need input:

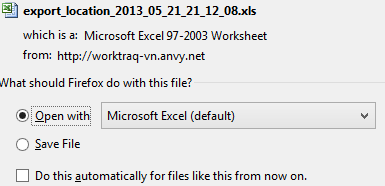


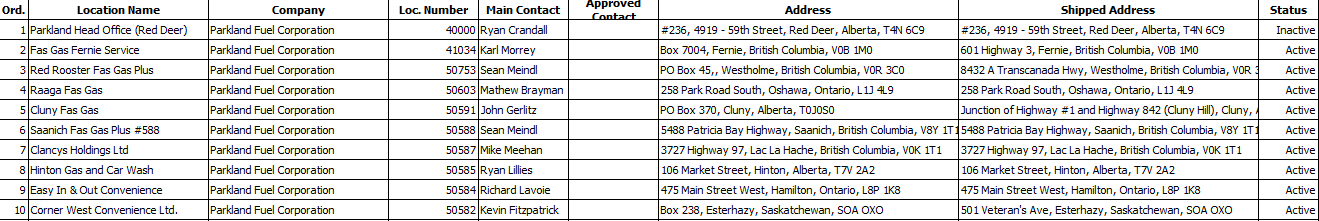
* **In field RelationShip**: if you have relationship for customer (you can choose Customer) or you have relationship for vender (you can choose vendor) or you have both relationship for customer and vendor (you can choose Both)  
  
* **In field Industry:** filed for company  
  
* **In field Business type:** filed Business type for company
* **In field CSR:**   
  
* **In field Sales Rep:** All information Sales rep as (name, address, phone, email)
* **Status for company** Enabled or Disabled:   
  (You can action **select from dropdown – default Enabled**)
  + Enabled: Status for company active
  + Disabled: Status for company inactive



After you input all field finish and then click button: .

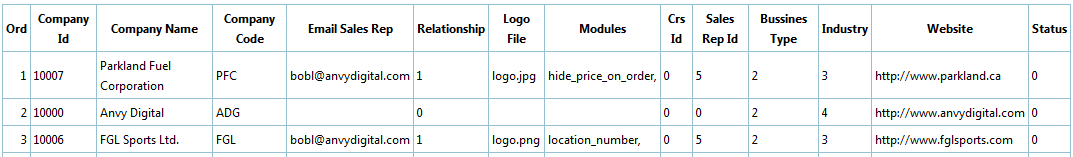
### Export





You want file contact Excel, please click icon Export

### Print



You want print file contact, please click icon print

### Content - page





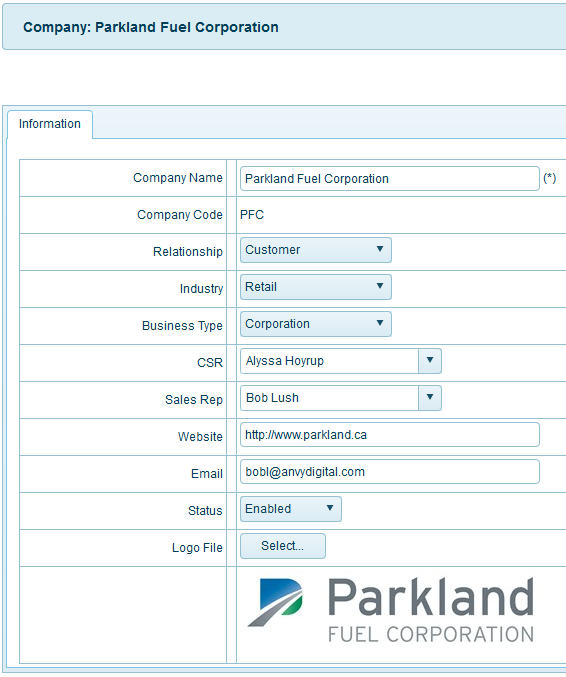
**Search company:**You can search company use field name, input company name you want to search here**.**



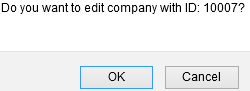




**Icon \_view click ** View all information for company

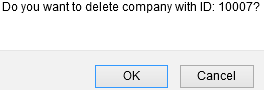


**Icon \_edit click: ** if you want Edit information company, please click icon\_edit and then   
click ok, you will edit company selected.



All field similar page Add new (you can view lates [**Add New**](#_Add_New_8))

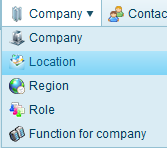
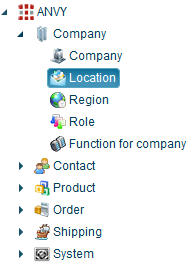
**Icon \_ delete: ** to delete company selected, please click ok to delete company

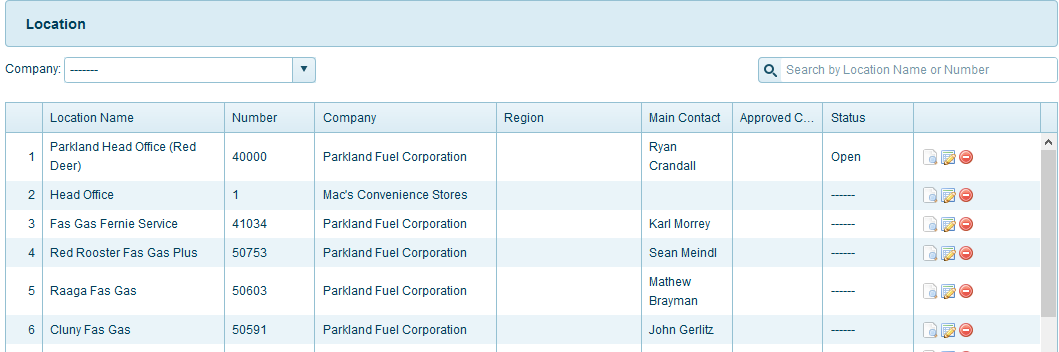


## **company – location**

Description: All location for company registed

You can click from menu top Company 🡪 Location, or from menu left(when you clicked at least 1 menu from menu top) and then click menu you want, here Location:

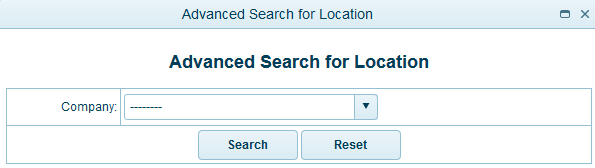
 



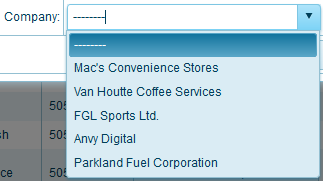
Function menu top right for page:



### Advanced



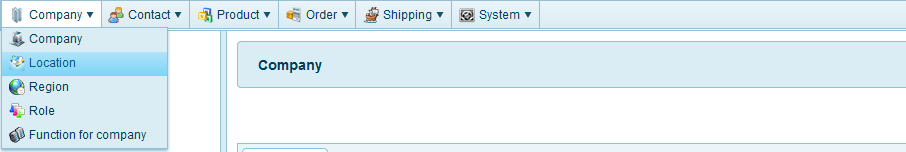
All company registed, you can see and then you need select 1 company you want search:



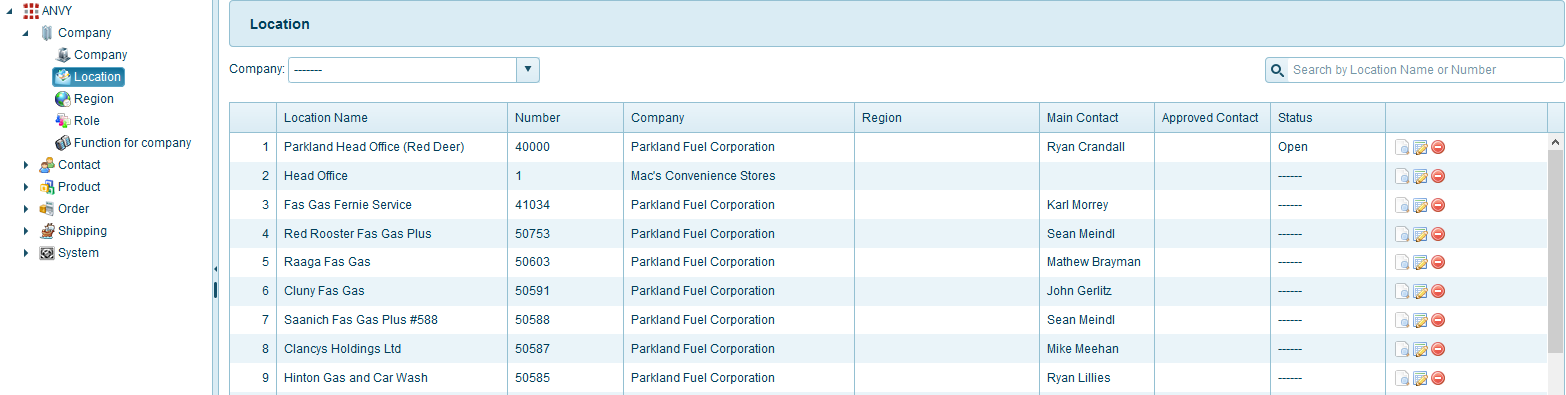
And then click button search:  or reset fileds selected by you 

### Add New

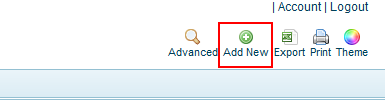
Please click the link **location** from menu **Company**

****

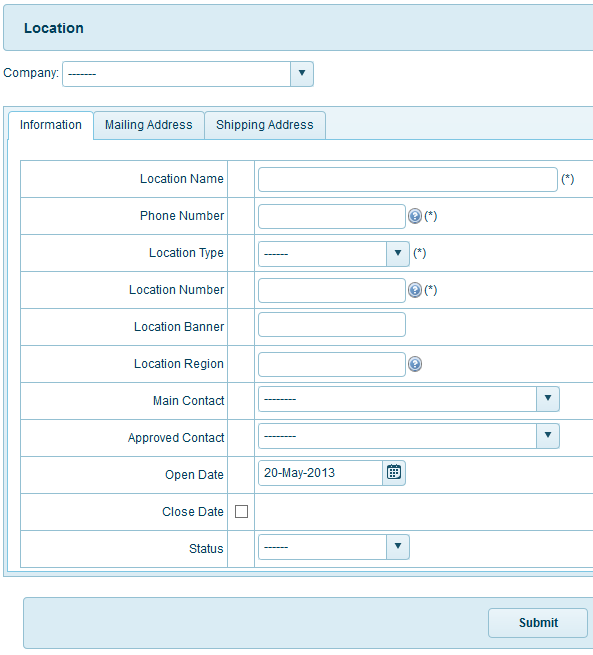
You can saw this page **location**

****

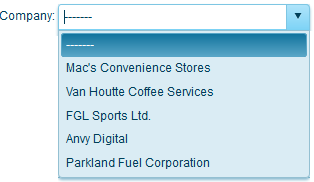
Please click the link **Add New** – menu top right from page **Location**



You can see 3 table you need input:

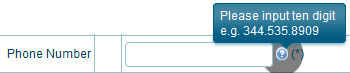
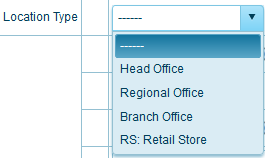
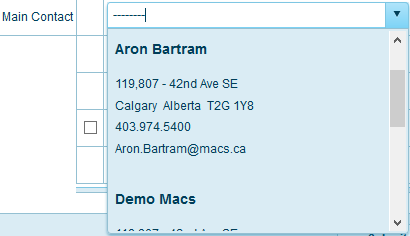


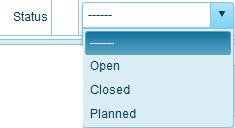
First you can choose company from field this, here you can see all company registed:

* **Company** – Select Company form list: (this field **required**)  
  

You can see tab information you need input:

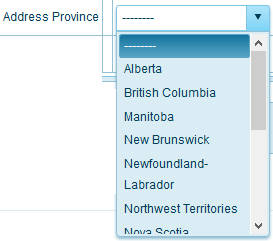
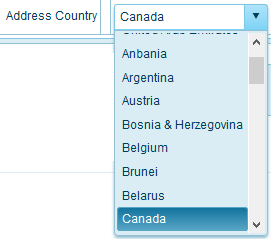


* **Field Phone Number:** phone number for location company
* **Location type for company**: type location for company  
  
* **Maincontact** (**reuiqred choose company first**): When you choose company, you will see all  
  
* **Approved Contact**: if you contact to Maincontact no reply or Maincontact busy, you can contact to approved contact.
* **Status** for location Closed or Planned: (You can action **select from**)
  + Closed: Status for location will closed, mean not active
  + Planned: Status for location will active and planed waitting



You can see tab Mailing address you need input:



* You choose Address Province and Country for location company you want add new location  
   

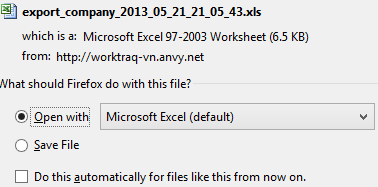
You can see tab Mailing address you need input:

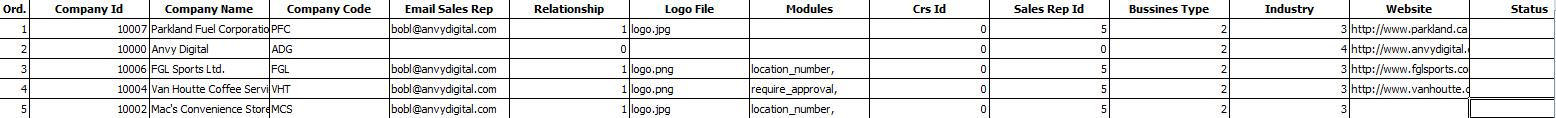


* You can see tab Shipping Address you need check or not check (**default check**):
  + Check : will use default address in loaction for company
  + Not Check: no use default address, will use address for company registed default



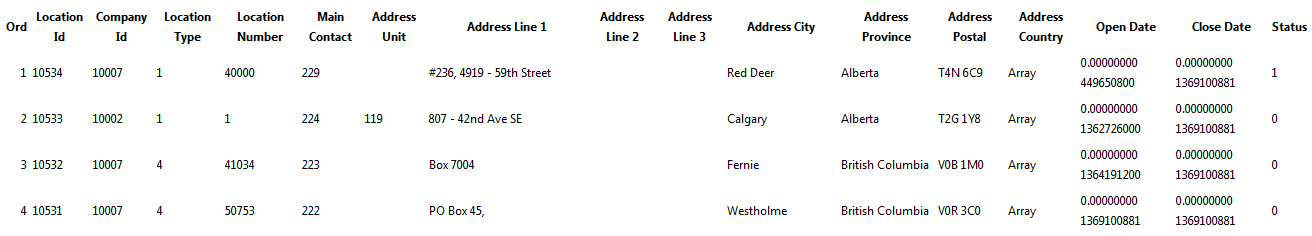
After you input all field finish and then click button:   
Export 





You want file contact Excel, please click icon Export

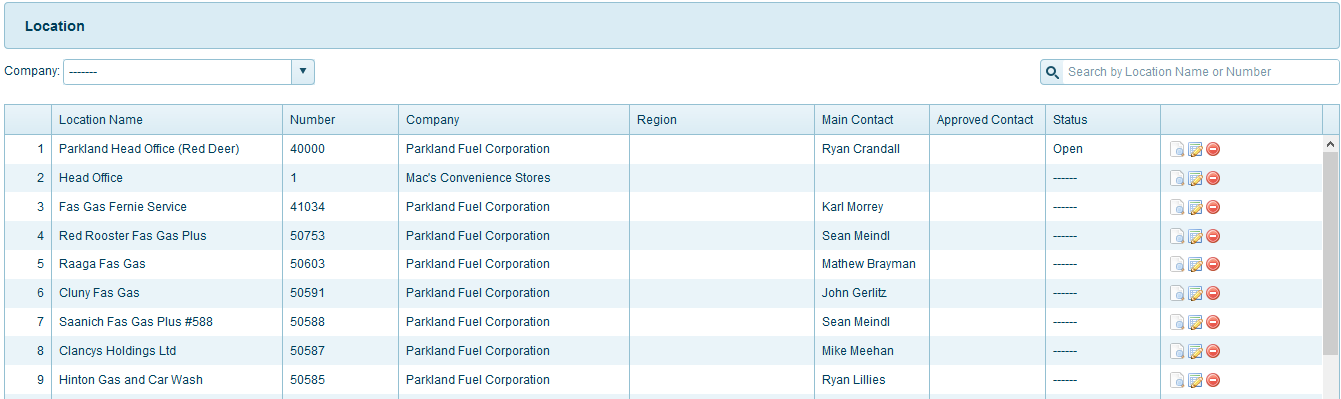
### Print



You want print file contact, please click icon print

### Content - page



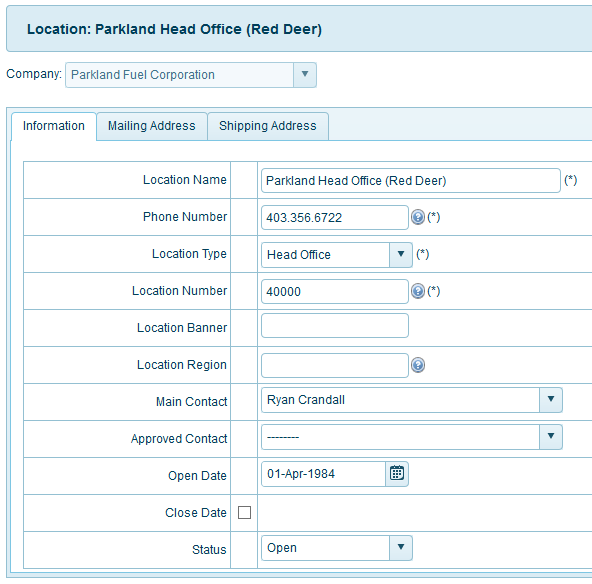
**Search location:**  
You can search location use field name or field company or both. Input location name or choose company or both you want to search here

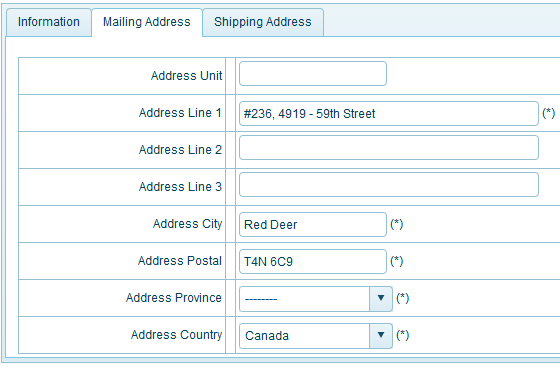
 

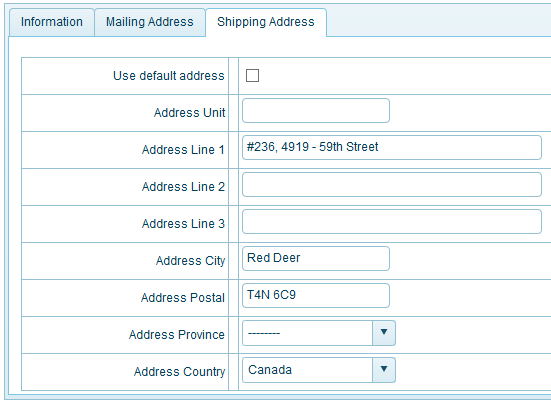




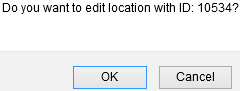
**Icon \_view click ** View location information







**Icon \_edit click: ** if you want Edit location company, please click icon\_edit and then   
click ok, you will edit location company selected.

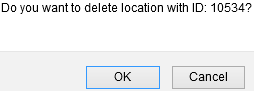


Here, you can not Edit Company name



All field similar page Add new (you can view lates [**Add New**](#_Add_New_9))

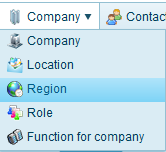
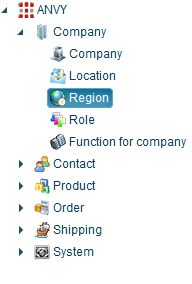
**Icon \_ delete: ** to delete location selected, please click ok to delete location



## **company – Region**

Description: Region for company

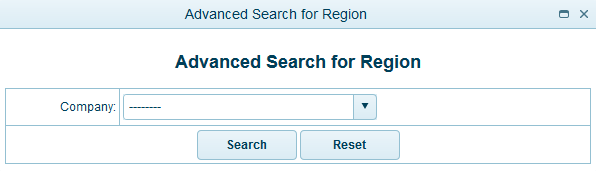
You can click from menu top Company 🡪 Region, or from menu left(when you clicked at least 1 menu from menu top) and then click menu you want, here Region:

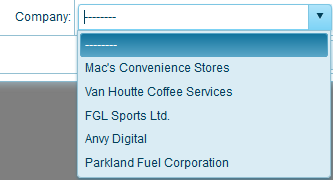
Function menu top right for page:



### Advanced



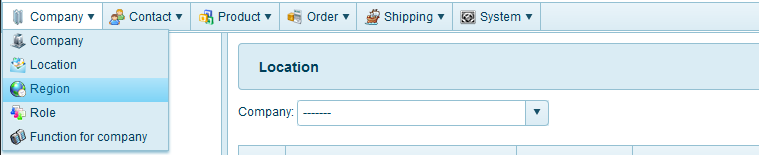
All company registed, you can see and then you need select 1 company you want search:



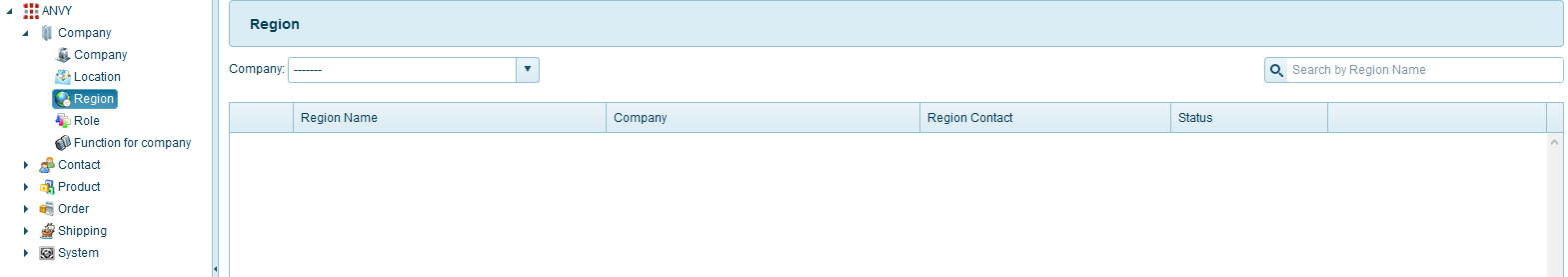
And then click button search:  or reset fileds selected by you 

### Add New

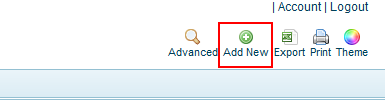
Please click the link **Region** from menu **Company**

****

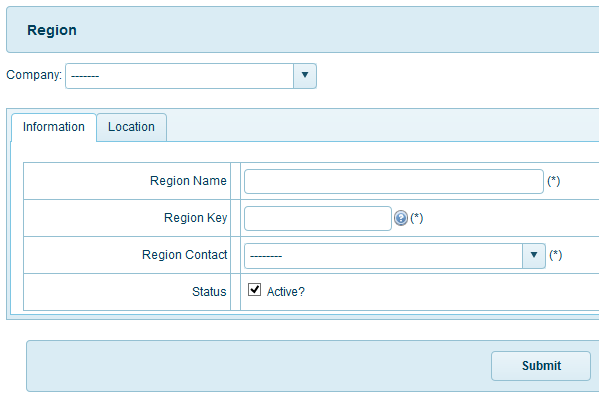
You can saw this page **region**

****

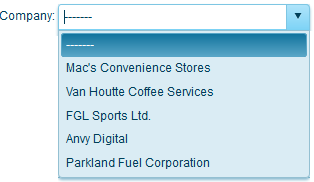
Please click the link **Add New** – menu top right from page **Region**



You can see tab information you need input:

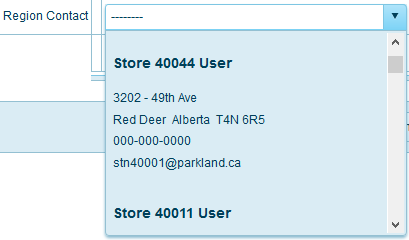


First you can choose company from field this, here you can see all company registed:

* **Company** – Select Company form list: (this field **required**)  
  

Tab information you need input:



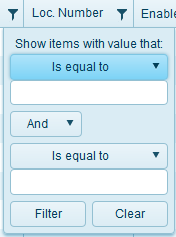
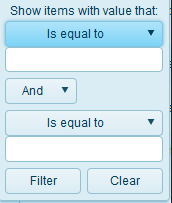
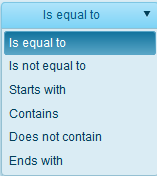
* **Region contact**: All contact region for company registed
* **Status for Region** Active or Not Active:   
  (You can action **select from dropdown – default Active**)
  + Active: Status for region active, mean add new Region successfully
  + Not Active: Status for region inactive  
    

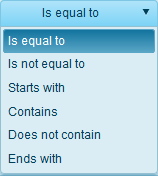
Tab location you need select location for company registed:



When you click icon  on field you will see **filter lates**:



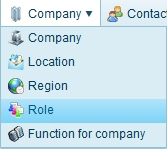
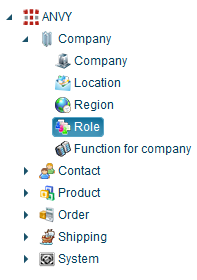


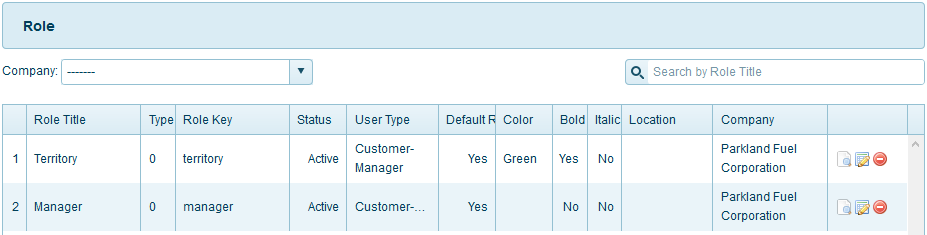
After you input, check all field finish. You can click button:  to finish add new Region.

## **company – Role**

Description: Role of company

You can click from menu top Company 🡪 Role, or from menu left(when you clicked at least 1 menu from menu top) and then click menu you want, here Role:

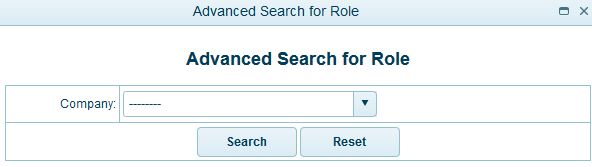
 



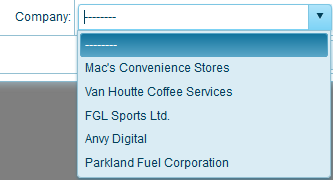
Function menu top right for page:



### Advanced



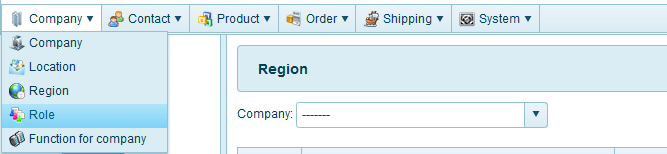
All company registed, you can see and then you need select 1 company you want search:



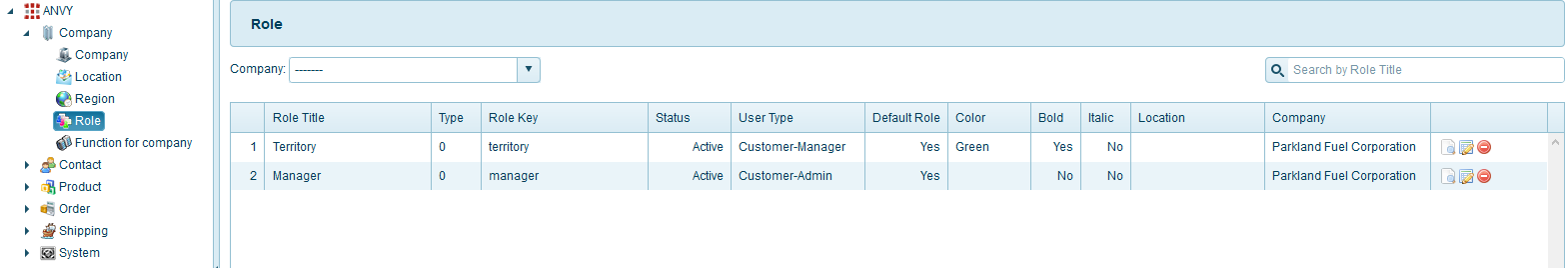
And then click button search:  or reset fileds selected by you 

### Add New

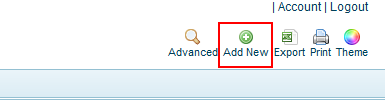
Please click the link **role** from menu **Company**

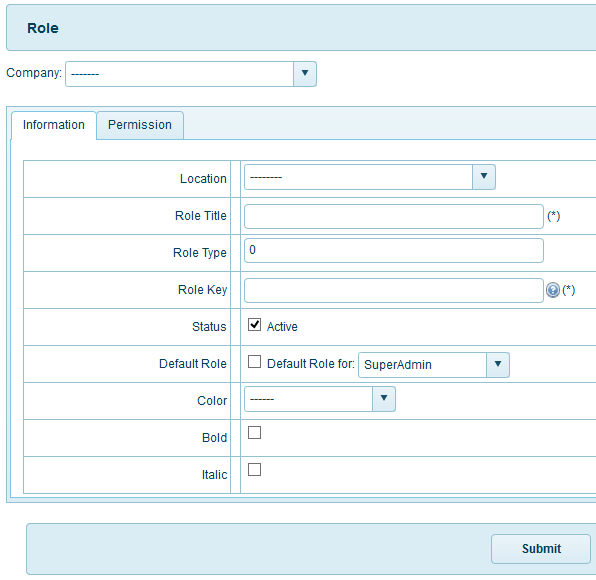
****

You can saw this page **role**

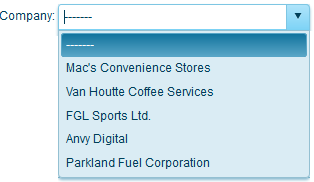
****

Please click the link **Add New** – menu top right from page **Role**





First you can choose company from field this, here you can see all company registed:

* **Company** – Select Company form list: (this field **required**)  
  

You can see 2 table you need input (information, permision):

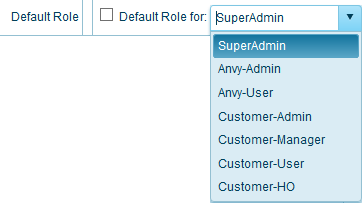
In tab Information:



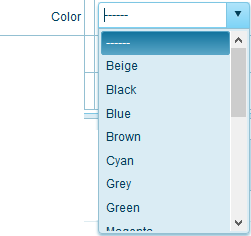
**Location**: All location of company you selected



**Default Role**: Default set some permisson for other user  
example: if you set default SuperAdmin for Parkland company will have some permission(set all users for this group) and then user for Super admin will add new some permission private.

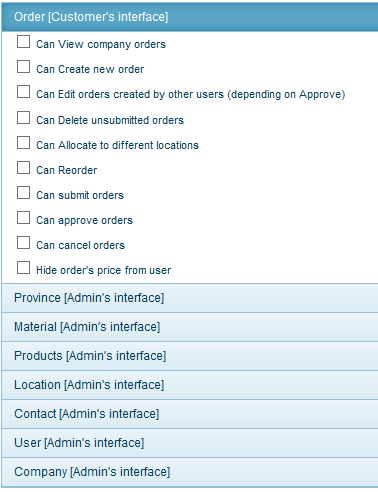


**Color for Role text**

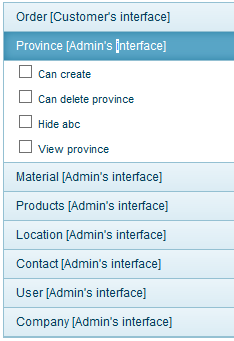


In tab Permission:



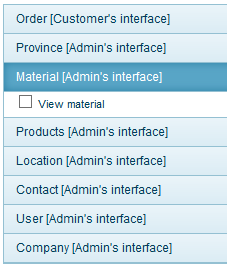


* **View**: view all order from all company’s location. If don’t check default view their own location’s order
* **Create**: create new orders
* **Edit**: edit all company order(depend on rule view). If don’t have, default can edit their own orders
* **Delete**: delete not submitted orders (depending on rule view), default can delete their own order
* **Allocate**: allocate order item to different allocations(depeding on rule view and product’s allocations and user’s allocation). Default can allocate to their own allocation
* **Reorder**: reoder submitted orders
* **Submitted**: submitted orders. If don’t have default change status of not-submitted order to “pending”
* **Approved**: approved pending orders
* **Cancel**: can cancel pending orders
* **Hide price**: hide price from users’s

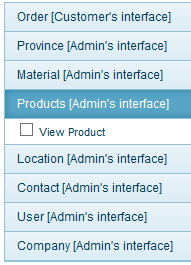


From this function will only for customer-admin. Default check all view for customer-admin

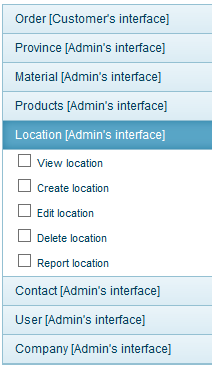
* **Create**: when log-in to admin page can create new province
* **Delete**: when log-in to admin page can delete province
* **Create**: when log-in to admin page can hide province
* **View**: when log-in to admin page can view province



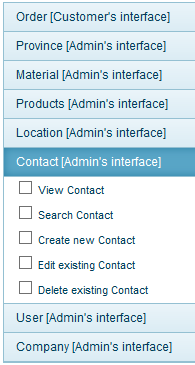
**View** : can view menu material



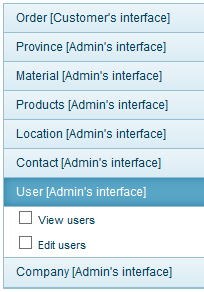
**View** : can view menu product



* **View** : when log in to admin page can view menu location
* **Create**: when log in to admin page can create new location
* **Edit**: when log in to admin page can edit location
* **Delete** : when log in to admin page can delete location
* **Report** : when log in to admin page can report ifllocation right or wrong



* **View**: can view contact list
* **Search**: can search for contact
* **Create**: can create new contact
* **Edit**: can edit contact
* **Delete**: can delete contact



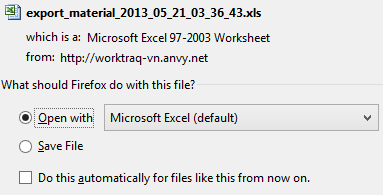
* **View**: can view users list
* **Edit**: can edit users

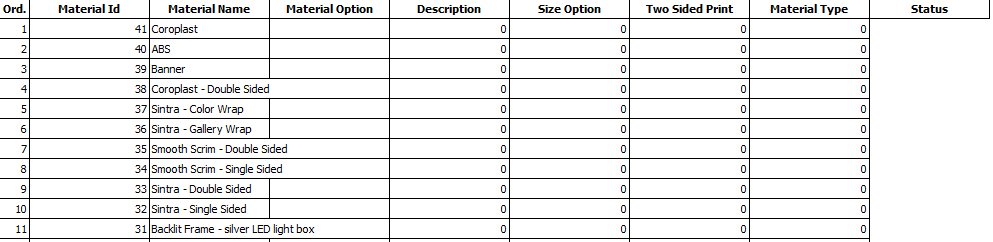


* **View**: view company list
* **Edit**: can edit company information

After you input all field finish and then click button: .

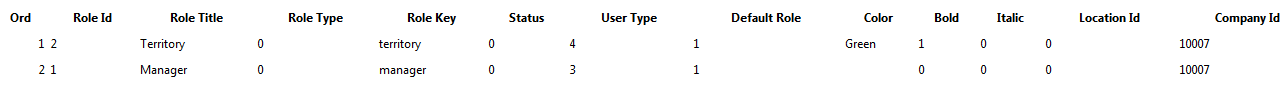
### Export





You want file contact Excel, please click icon Export

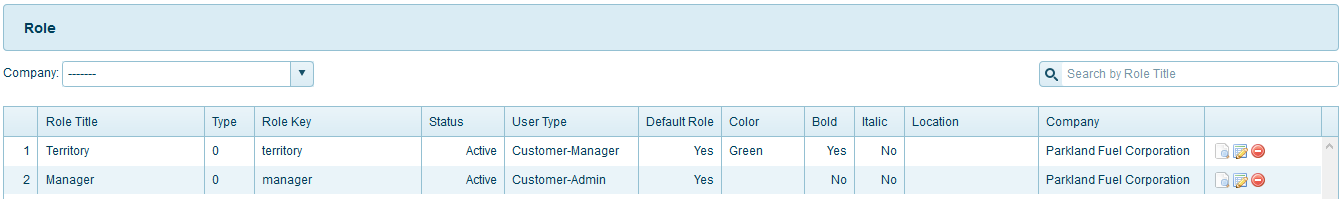
### Print



You want print file contact, please click icon print

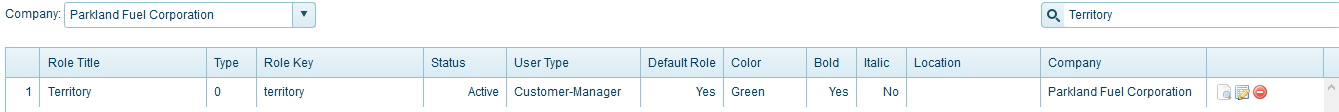
### Content - page



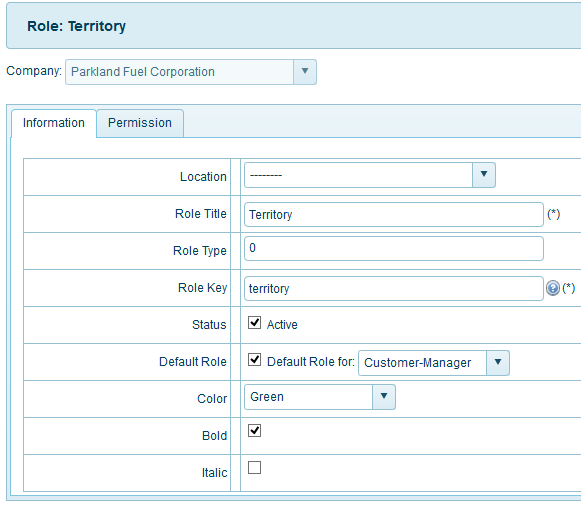
**Search Role:**  
You can search role use field name or field company or both. Input role name or choose company or both you want to search here

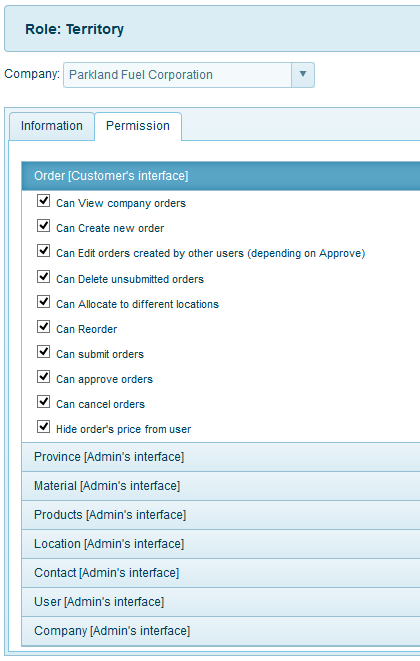
 



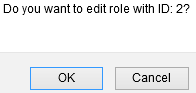


**Icon \_view click ** View role information





**Icon \_edit click: ** if you want Edit role, please click icon\_edit and then click ok, you will edit role selected.

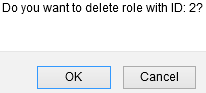


Here, you can not Edit Company name



All field similar page Add new (you can view lates [**Add New**](#_Add_New_10))

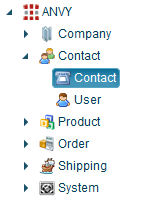
**Icon\_ delete: ** to delete location selected, please click ok to delete role



## **contact – contact**

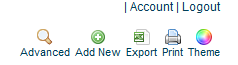
Description: User’s contact

You can click from menu top Contact 🡪 Contact, or from menu left(when you clicked at least 1 menu from menu top) and then click menu you want, here Contact:

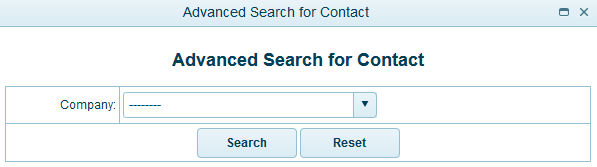
 

**

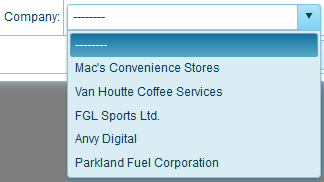
Function menu top right for page:



### Advanced

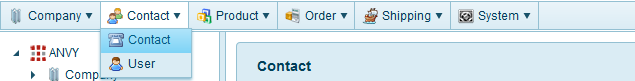


All company registed, you can see and then you need select 1 company you want search:

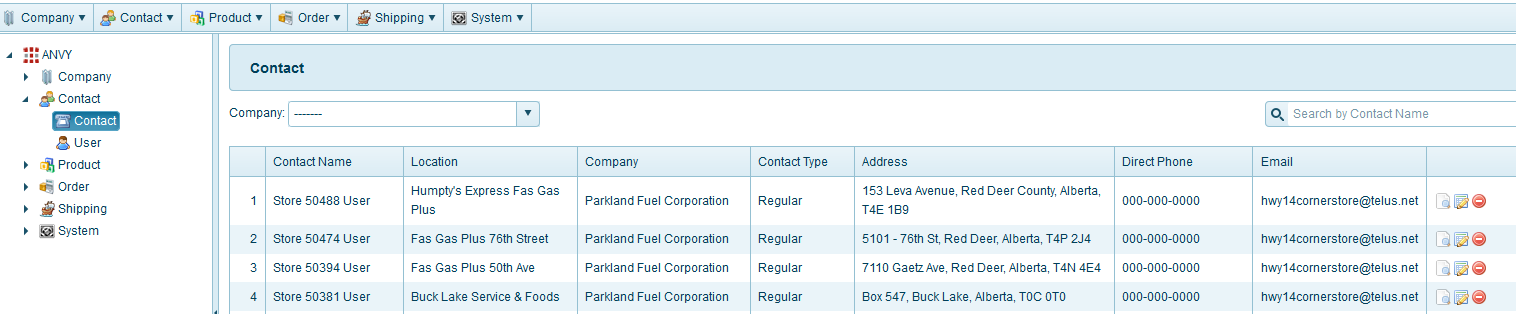


And then click button search:  or reset fileds selected by you 

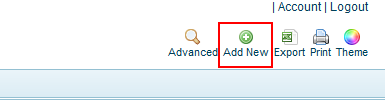
### Add New

Please click the link **Contact** from menu **Contact**

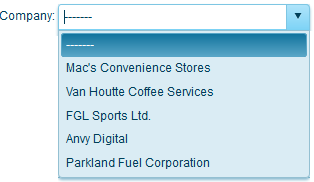
You can saw this page **Contact**

****

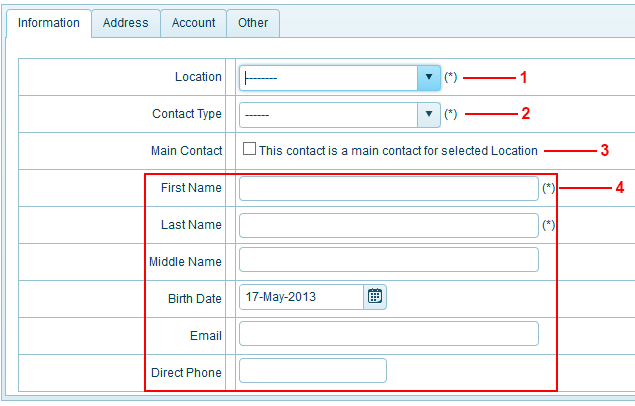
Please click the link **Add New** – menu top right from page **Contact**



First you can choose company from field this, here you can see all company registed:

* **Company** – Select Company form list: (this field **required**)  
  

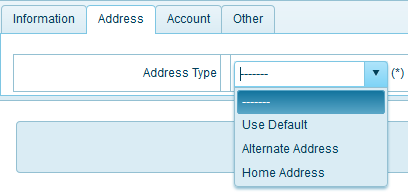
In **Tab Information:**

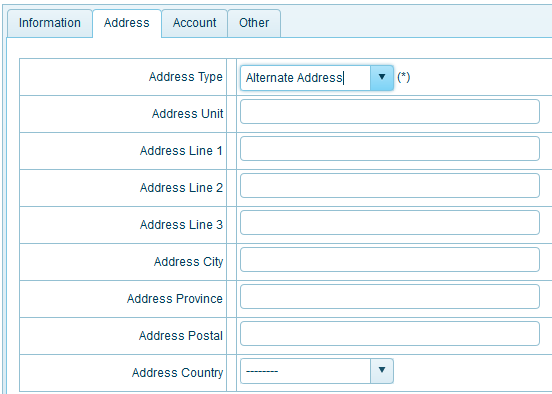
****

* **1** – After select company you will saw all location for this **company** you choose
* **2** – Contact type: all type user for website, here you have 3 options  
    
  
* **3** – This contact is a main contact for selected Location
* **4** – Information for user  
  (First name, Last name, Middle name, Birth date, E-mail, Direct phone) you can input

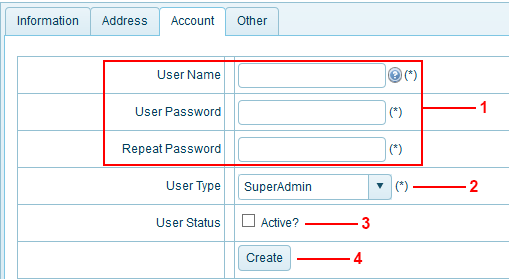
In **Tab Address:**

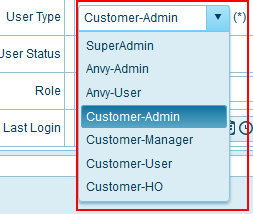
You choose address – this field (**required**) , here you have 3 options

****

* **Use Default**: use address for company registry
* **Alternate Address**: When you choose this option you will input many options for address replacement  
  
* **Home Address**: Similar Alermate Address but you use address home for you or address another people you know.

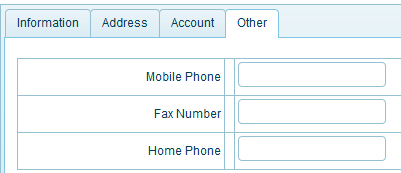
In **Tab** **Account:**

****

* **1** – This field information user to login website: <http://worktraq.anvy.net>
* **2** – User type: all type user for website, here you have many options:  
    
    
  + **Super Admin:** permission full system
  + **Anvy-Admin:** full control but some permission for system not allowed
  + **Anvy – user:** permission depending user type Anvy-Admin
  + **Customer-admin:** have can edit layout template admin for mine company and insert some permission as: insert company user, dispached order, insert location – contact – company products….
  + **Customer-manager:** have permissionCustomer-Admin but not have important permission as: insert user, insert location - contact
  + **Customer-user:** This user type default customer-HO have rule : “view,edit...”
  + **Customer-HO:** No permission as customer
* **3** – Status for user Active or Not Active (You can action **checkbox – default Active**),you have 2 options:  
    
  
  + Active: Status when you created will active similar account actived and can use
  + Not Active: as you do not create account means account not use.
* **4** – Create user (but user finish tab information, address)

In **Tab Other:**

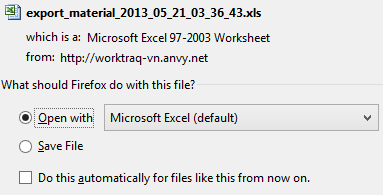
Input fields for information for you (Mobile phone, Fax number, Home phone)

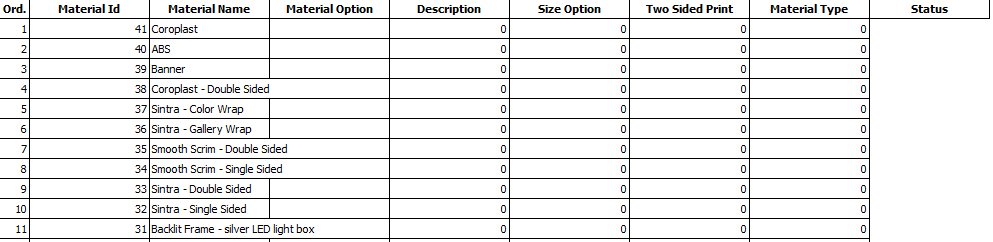
****

**Step 3:** Then you finish **Step 2** you can click button **Submit** finish create account



### Export





You want file contact Excel, please click icon Export

### Print

You want print file contact, please click icon print

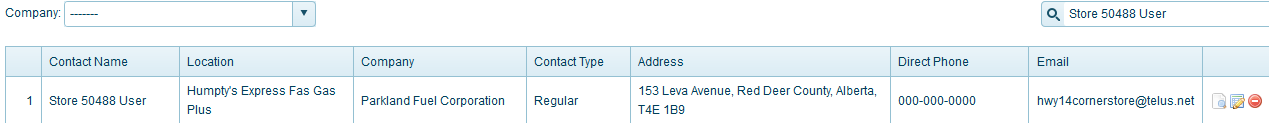
### Content - page



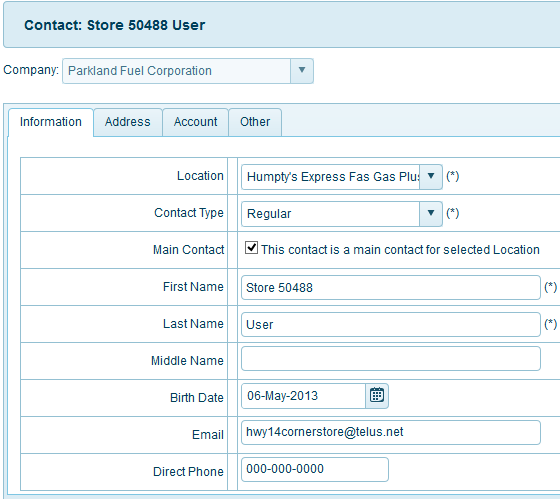
**Search contact:**  
You can search contact use field name or field company or both. Input contact name or choose company or both you want to search here

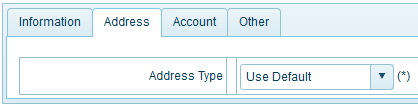
 

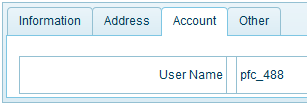


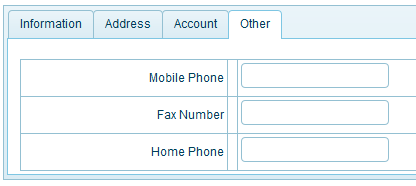


**Icon \_view click ** View contact information

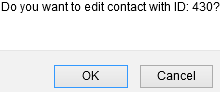








**Icon \_edit click: ** if you want Edit Contact, please click icon\_edit and then click ok, you will edit contact selected.

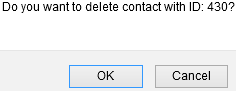


Here, you can not Edit Company name



All field similar page Add new (you can view lates [**Add New**](#_Add_new_5))

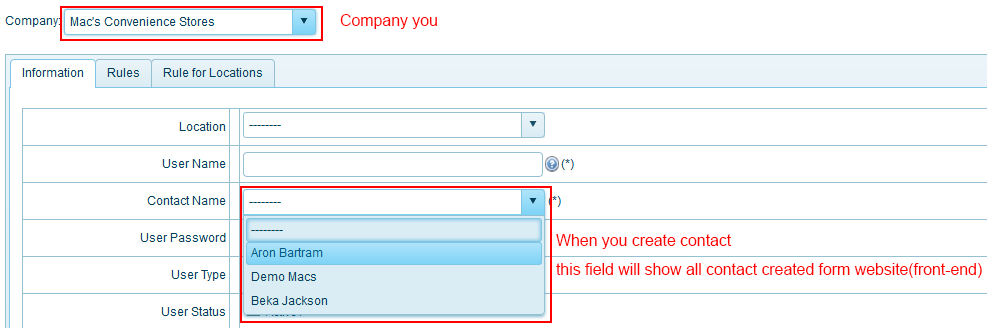
**Icon \_ delete: ** to delete contact selected, please click ok to delete contact



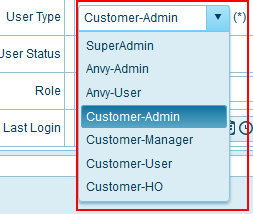
## **contact – User**

Description: If you have user account you can go to the address website : <http://worktraq.anvy.net> and login with account you have.

Create user for website, you need:

* You have or you know name company for mine
* And then you need create contact first(you can see lates [**CREATE CONTACT**](#_Add_new_5)) to use contact name when create user account from tab information because this field **required**  
  
* When you create contact finish you continue creat user account   
  ([CREATE USER ACCOUNT](#_create_user_account))

This website have 7 user type to login:

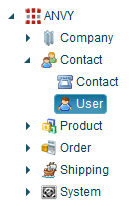


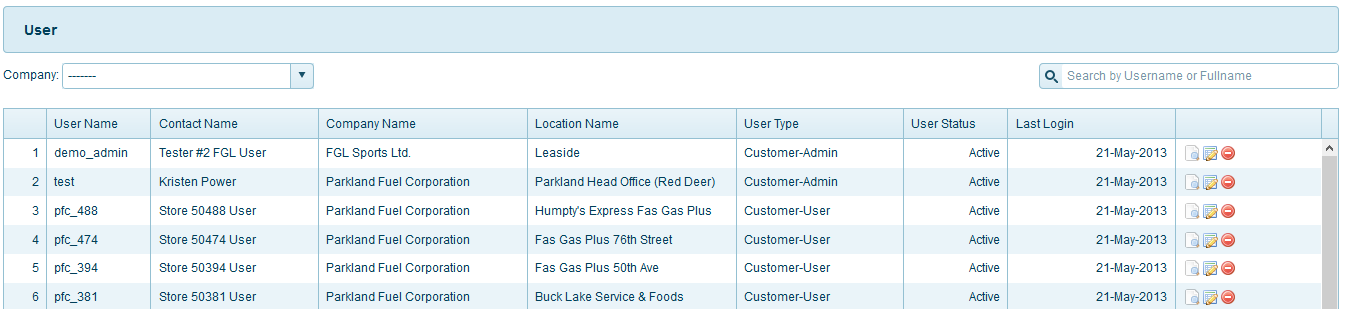
* **Super Admin:** permission full system
* **Anvy-Admin:** full control but some permission for system not allowed
* **Anvy – user:** permission depending user type Anvy-Admin
* **Customer-admin:** have can edit layout template admin for mine company and insert some permission as: insert company user, dispached order, insert location – contact – company products….
* **Customer-manager:** have permissionCustomer-Admin but not have important permission as: insert user, insert location - contact
* **Customer-user:** This user type default customer-HO have rule : “view,edit...”
* **Customer-HO:** No permission as customer

Ok, You have account. If website error you can know who last login, this field Last login on Create User

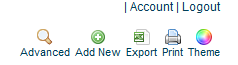


You can click from menu top Contact 🡪 User, or from menu left (when you clicked at least 1 menu from menu top) and then click menu you want, here User:

**

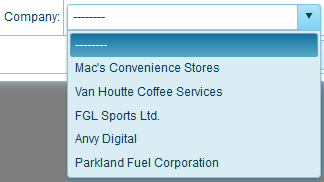
Function menu top right for page:



### Advanced



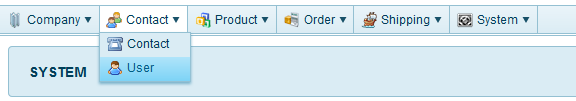
All company registed, you can see and then you need select 1 company you want search:



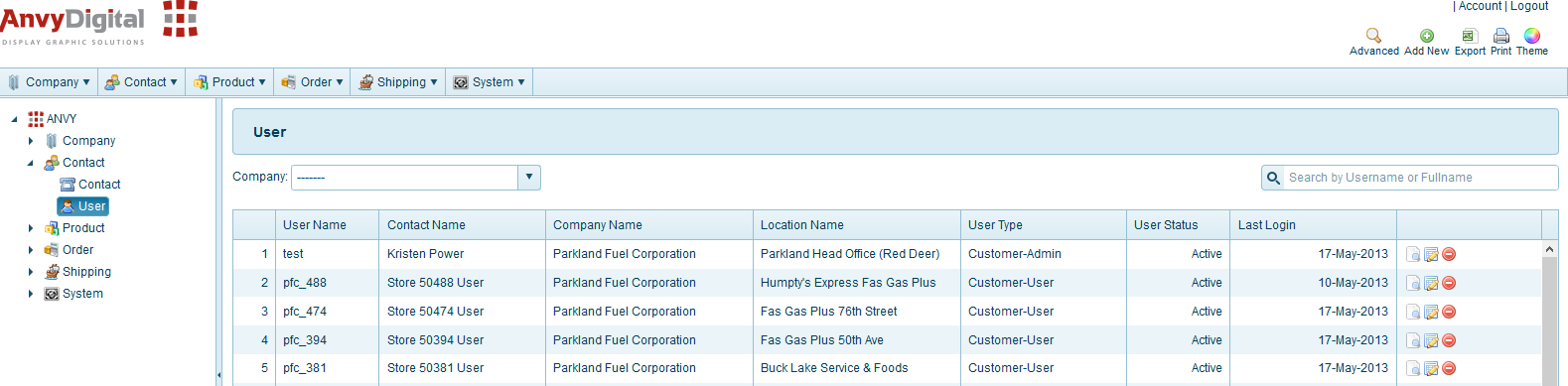
And then click button search:  or reset fileds selected by you 

### Add New

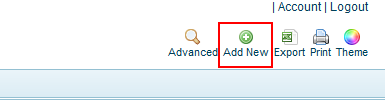
Please click the link **User** from menu **Contact**



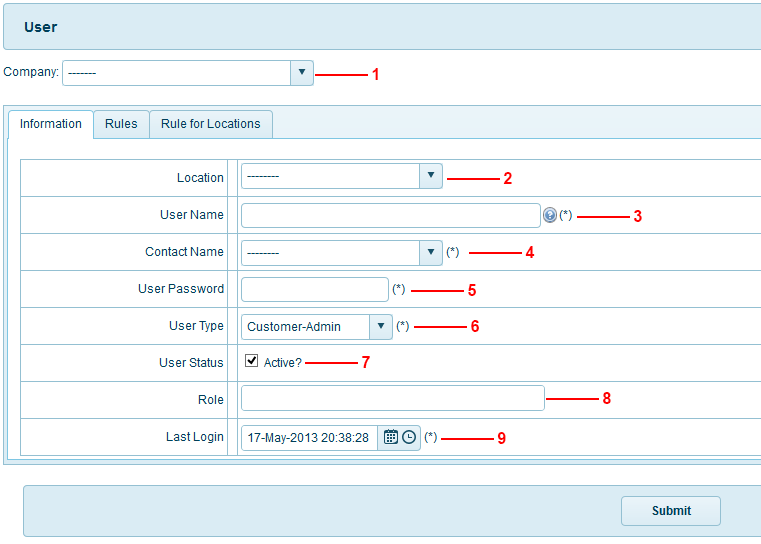
You can saw this page **User**



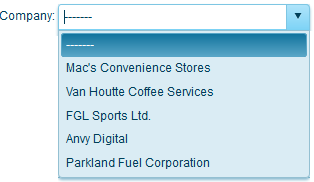
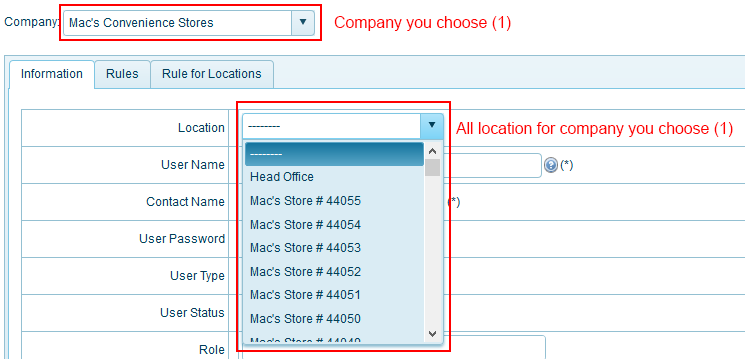
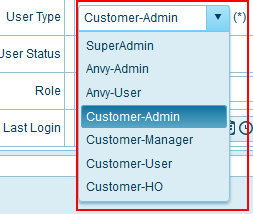
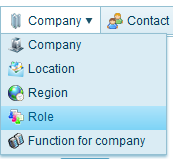
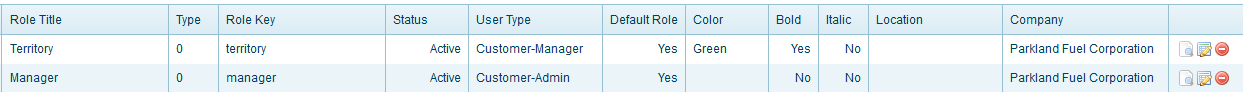
Please click the link **Add New** – menu top right from page **User**

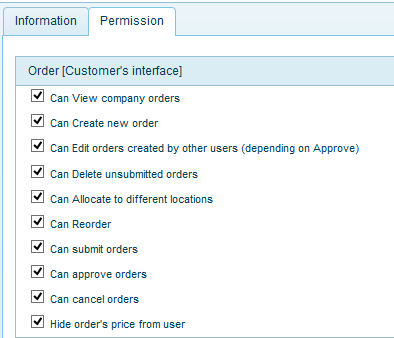


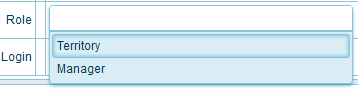
Here you can create user account:



First you can choose company from field this, here you can see all company registed:

* **1** – Select Company form list: (this field **required**)  
  
* **2** – After select company you will saw all location for this company you choose(1)  
  
* **3** – Input user name (user name when you login website: <http://worktraq.anvy.net>)  
    
  
* **4** – Contact name: You created contact([CREATE CONTACT](#_create_contact)) and you choose company   
  (**1 - Required**) you can saw all contact name:  
    
  
* **5** – User password for user name(**3**) when you login website: <http://worktraq.anvy.net>  
    
  
* **6** – User type: all type user for website, here you have many options type:  
    
    
  + **Super Admin:** permission full system
  + **Anvy-Admin:** full control but some permission for system not allowed
  + **Anvy – user:** permission depending user type Anvy-Admin
  + **Customer-admin:** have can edit layout template admin for mine company and insert some permission as: insert company user, dispached order, insert location – contact – company products….
  + **Customer-manager:** have permissionCustomer-Admin but not have important permission as: insert user, insert location - contact
  + **Customer-user:** This user type default customer-HO have rule : “view,edit...”
  + **Customer-HO:** No permission as customer
* **7** – Status for user Active or Not Active (You can action **checkbox – default Active**)  
    
    
  + Active: Status when you created will active similar account actived and can use
  + Not Active: as you do not create account means account not use.
* **8** – Role: for company user can Not input this field  
    
  but you want input this field you can:
  + When you choose company field (**1**), because this company for you have role created from before, you can see:  
    Click link Role from menu Company  
      
    And then you can see Tittle Role for company  
      
    Here you have 2 Role for company Parkland Fuel Corporation:
    - Territory
    - Manager

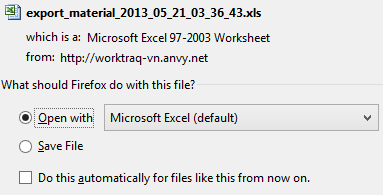
Role: use as permission for user, you can see exmaple Role – Territory  
  
You can know lates all role, please click link [ROLE](#_Add_New_10)

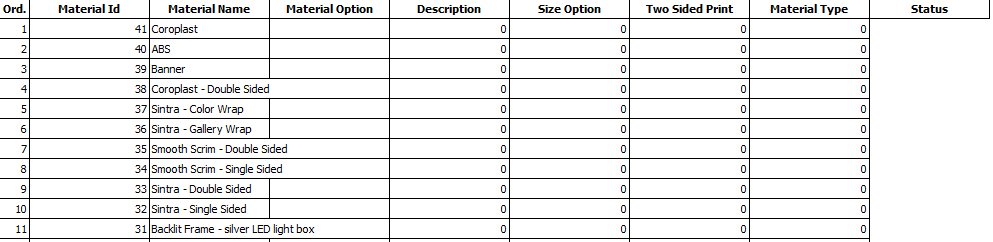
* + Ok, when company for you have role you can see Role for company in options on Role, you can choose 1 or more Role depending on the purpose  
    
* **9** – Last login : default get time user creat account (This field userful if website error you can know who last login or edit…)  
    
  
* **(\*)** this field required

**Step 3:** Then you finish **Step 2** you can click button **Submit** finish create account



### Export





You want file contact Excel, please click icon Export

### Print

You want print file contact, please click icon print

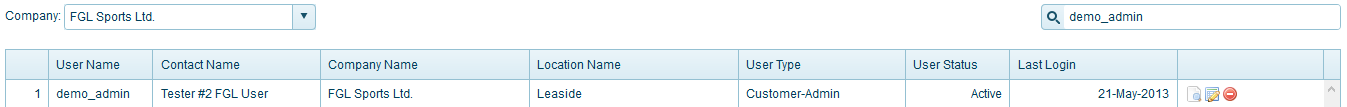
### Content - page



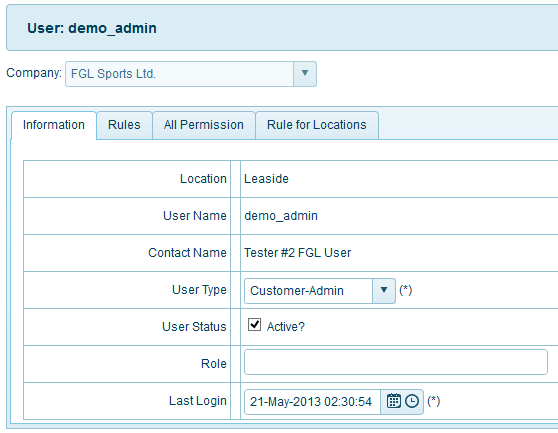
**Search user:**  
You can search user use field name or field company or both. Input user name or choose company or both you want to search here

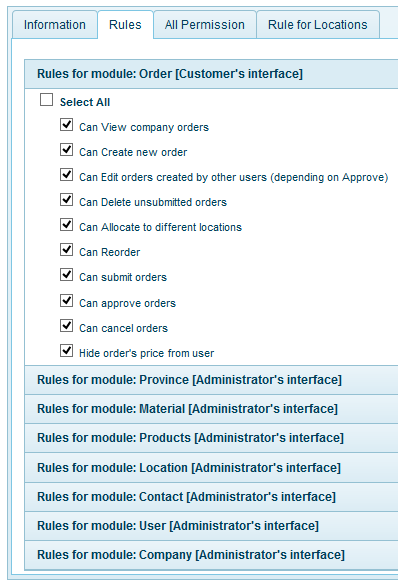
 

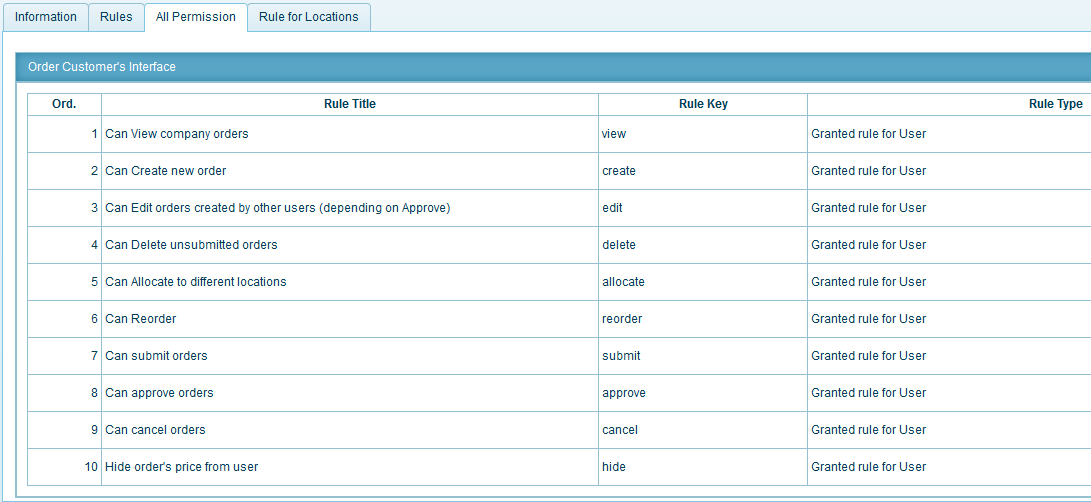


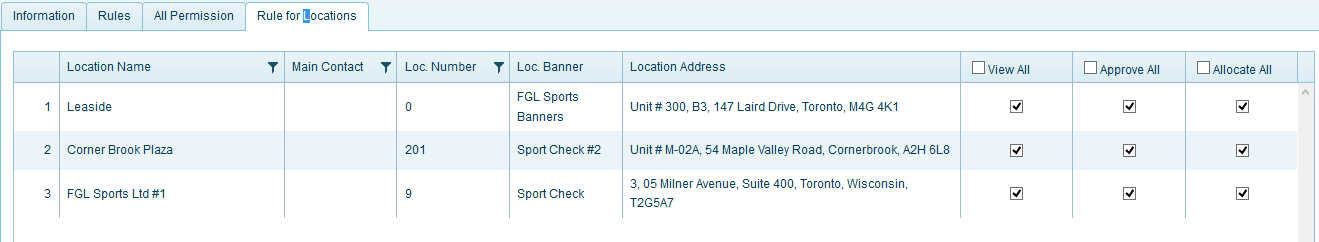


**Icon \_view click ** View user information

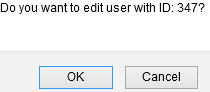








**Icon \_edit click: ** if you want Edit User, please click icon\_edit and then click ok, you will edit User selected.

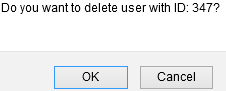


Here, you can not Edit Company name



All field similar page Add new (you can view lates [**Add New**](#_Add_New_11))

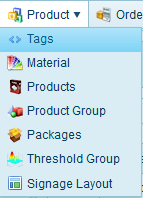
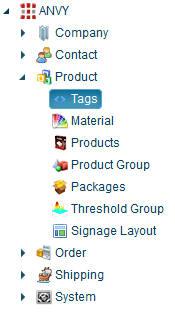
**Icon\_ delete: ** to delete user selected, please click ok to user contact

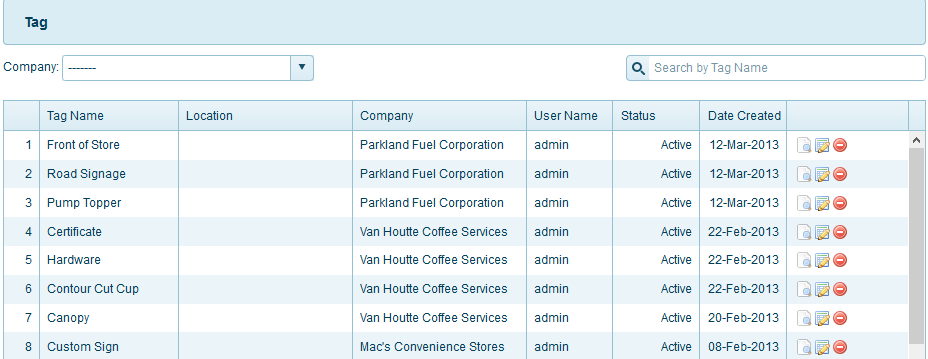


## **products – tags**

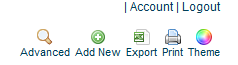
Description: Product’s catalogue.

You can click from menu top Product 🡪 Tags, or from menu left (when you clicked at least 1 menu from menu top) and then click menu you want, here Tags:

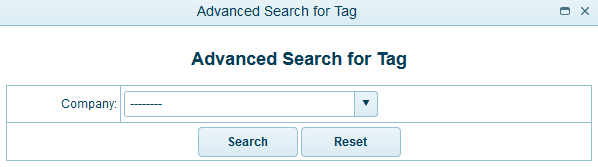
 



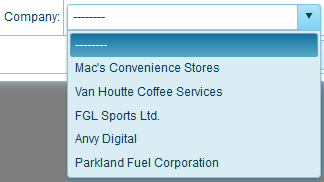
Function menu top right for page:



### Advanced



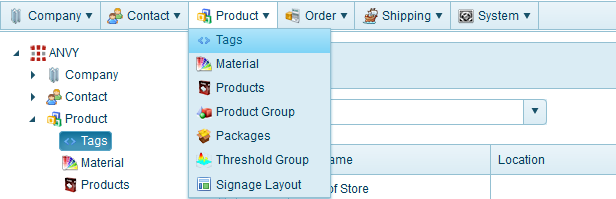
All company registed, you can see and then you need select 1 company you want search:



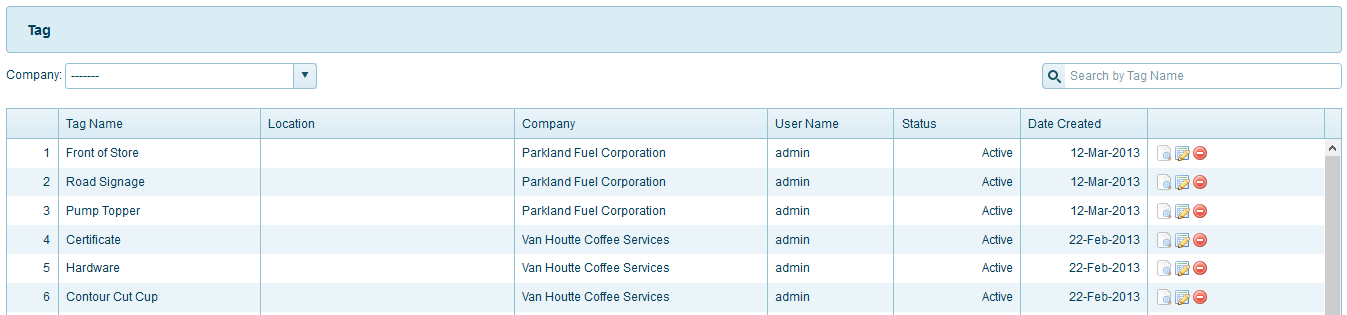
And then click button search:  or reset fileds selected by you 

### Add New

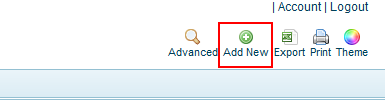
Please click the link **Tags** from menu **Product**

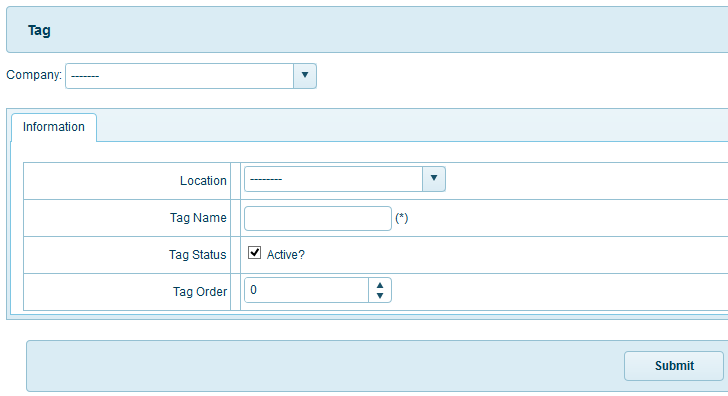


You can saw this page **Tags**

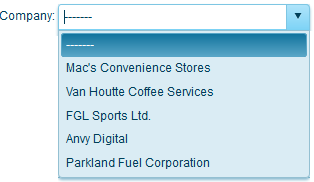
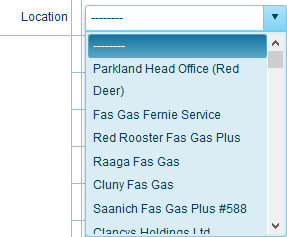


Please click the link **Add New** – menu top right from page **Tags**



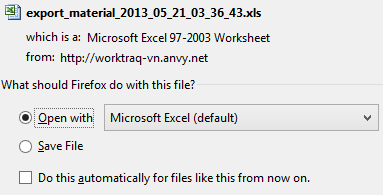


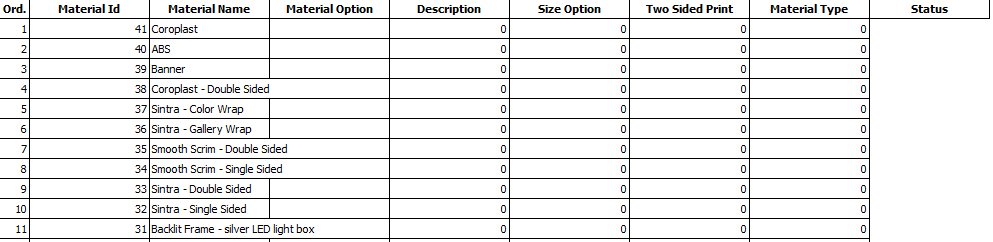
First you can choose company from field this, here you can see all company registed:

* **Company** – Select Company form list: (this field **required**)  
  
* **Location** – All location for company you choose
* Status for tag Active or Not Active (You can action **checkbox – default Active**)  
    
    
  + Active: Status when you created will active similar tags actived and can use
  + Not Active: as you do not create tags means tags not use.

After you input, check all field finish. You can click button:  to finish add new tags.

### Export





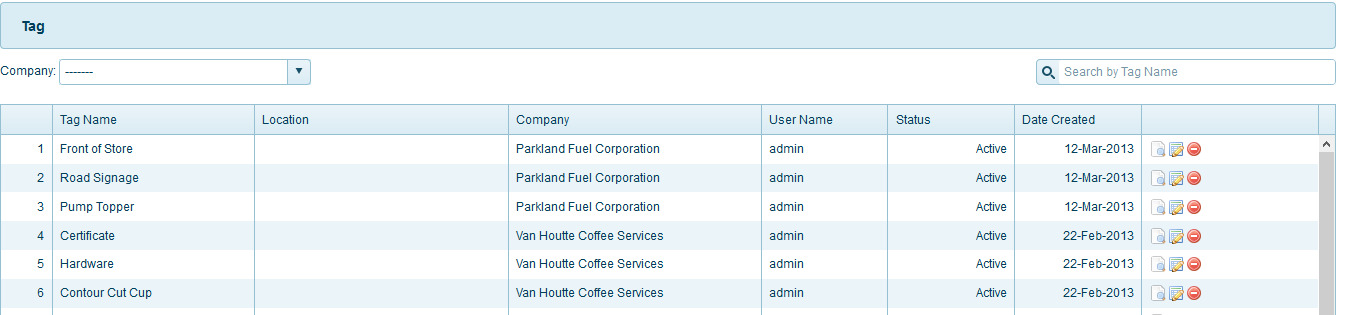
You want file contact Excel, please click icon Export

### Print

You want print file contact, please click icon print

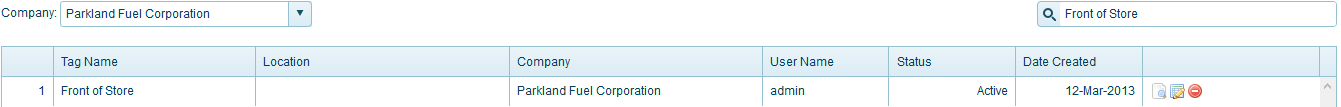
### Content - page



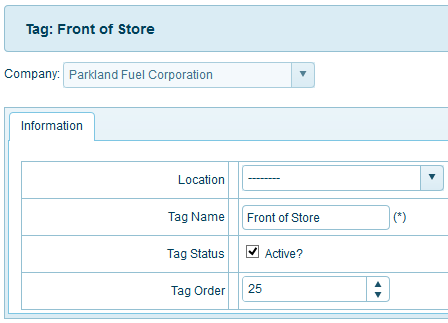
**Search tags:**  
You can search tags use field name or field company or both. Input tags name or choose company or both you want to search here

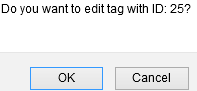




**Icon\_view click ** View tags information



**Icon\_edit click: ** if you want Edit products tags, please click icon\_edit and then click ok, you will edit products tags selected.

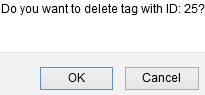


Here, you can not Edit Company name



All field similar page Add new (you can view lates [**Add New**](#_Add_new_4))

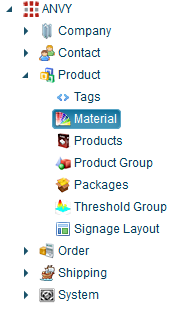
**Icon\_ delete: ** to delete products tags selected, please click ok to delete products tags

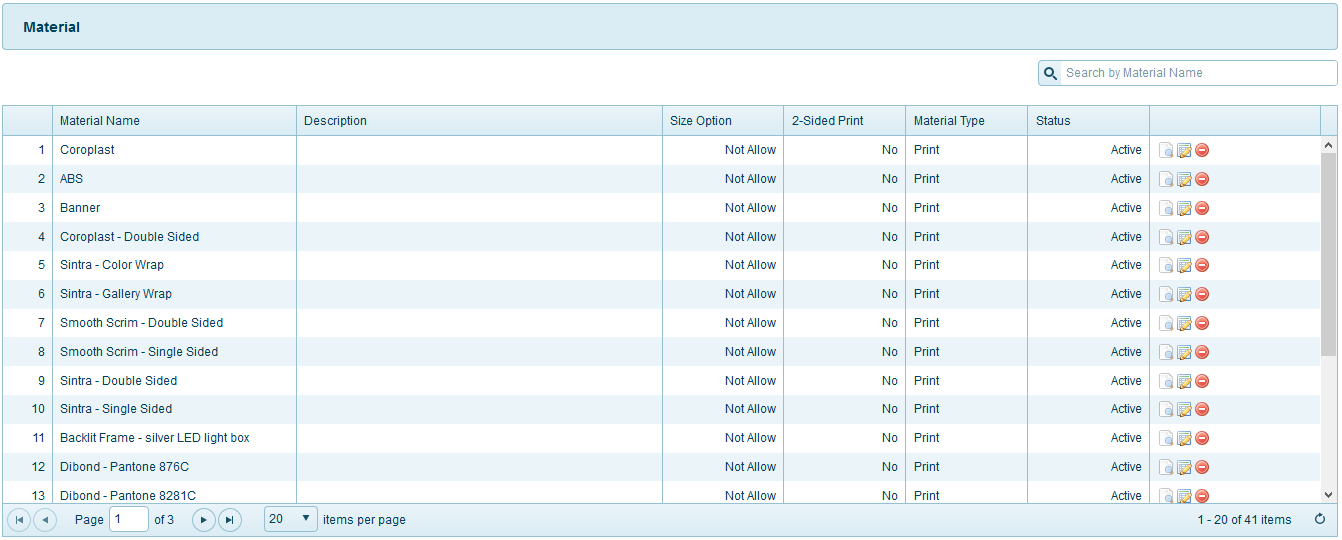


## **products – material**

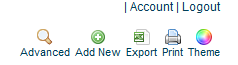
Description: Products material

You can click from menu top Product 🡪 Material, or from menu left(when you clicked at least 1 menu from menu top) and then click menu you want, here Material:

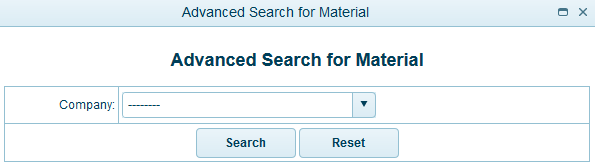
 



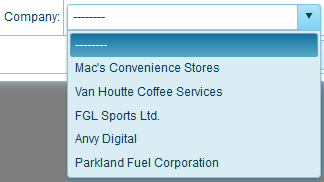
Function menu top right for page:



### Advanced

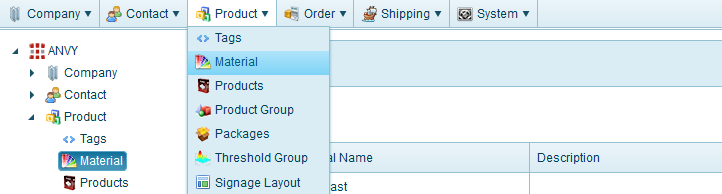


All company registed, you can see and then you need select 1 company you want search:

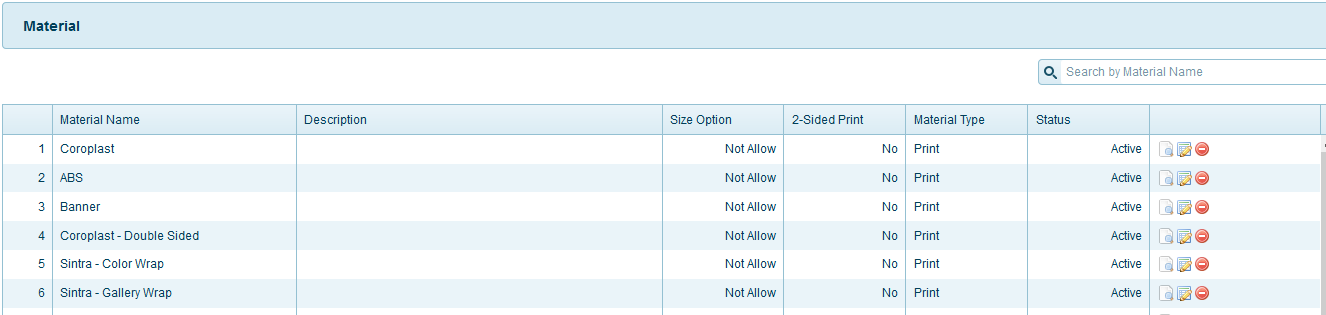


And then click button search:  or reset fileds selected by you 

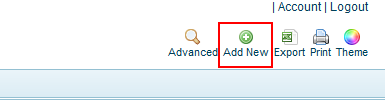
### Add New

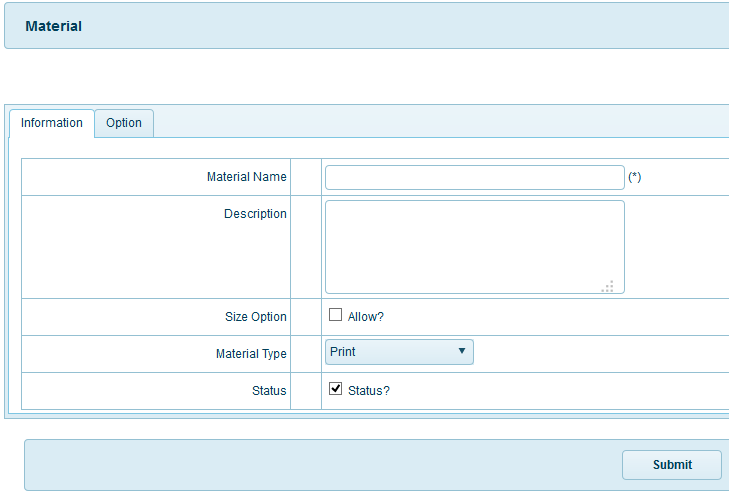
Please click the link **Material** from menu **Product  
**

You can saw this page **Material**

****

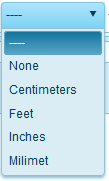
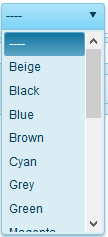
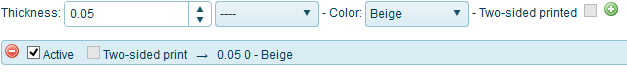
Please click the link **Add New** – menu top right from page **Material**





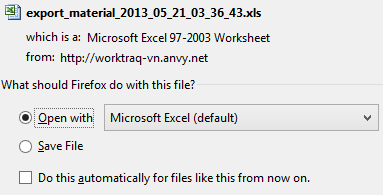
* **Size Option**: allow or not
* **Material Type**: Print
* **Status for Material** Active or Not Active (You can action **checkbox – default Active**)  
    
    
  + Active: Status when you created will active similar Material actived and   
    can use
  + Not Active: as you do not create Material means Material not use.

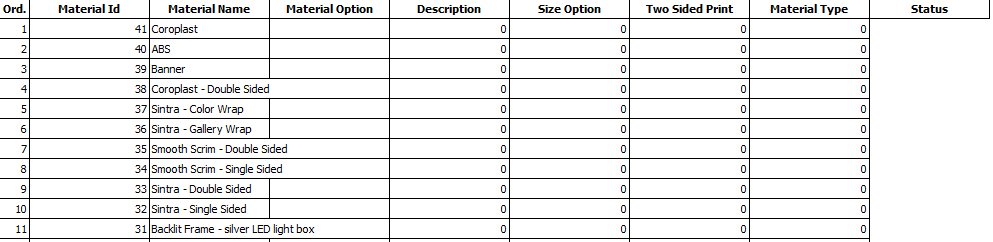


* Thickness material and color material  
     
    
    
  When you choose thickness and color for material you can click icon 

After you input, check all field finish. You can click button:  to finish add new material.

### Export





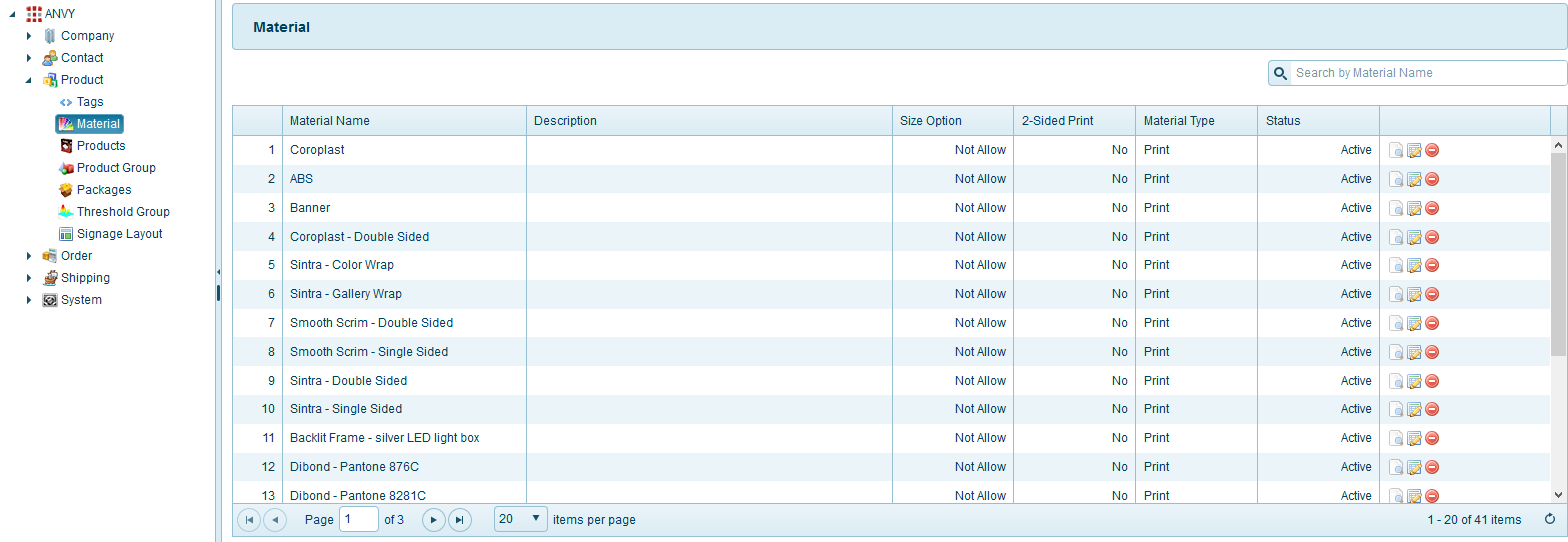
You want file contact Excel, please click icon Export

### Print

You want print file contact, please click icon print

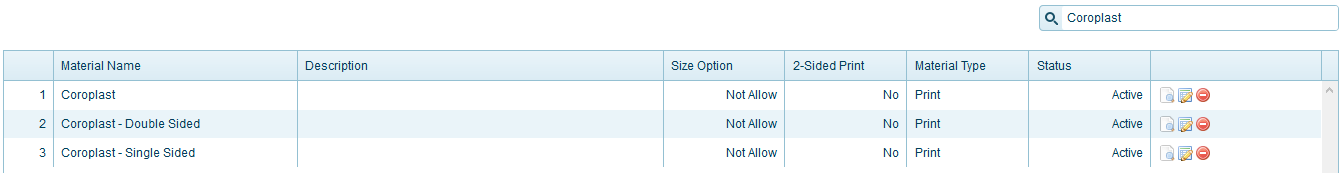
### Content - page



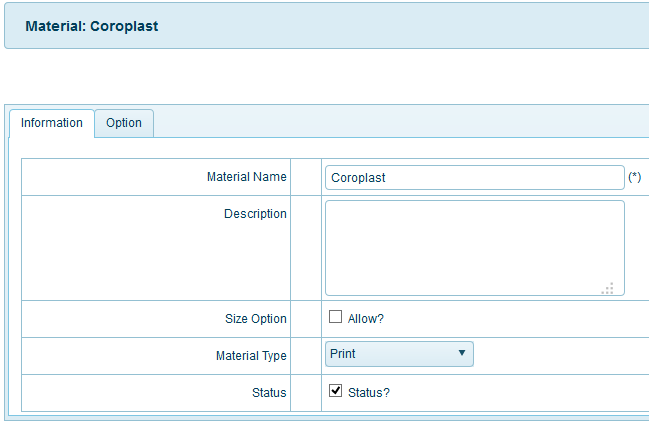
**Search material:**  
You can search material use field name or field company or both. Input material name or choose company or both you want to search here

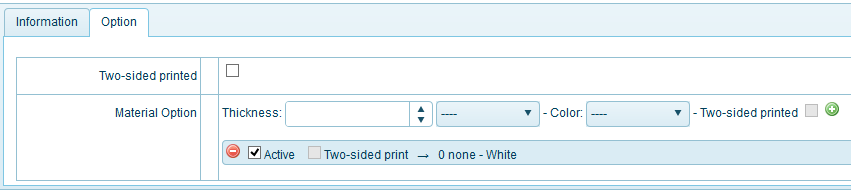




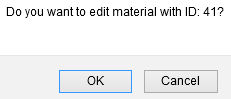


**Icon\_view click ** View material information



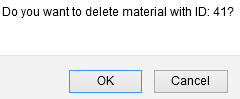


**Icon\_edit click: ** if you want Edit products material, please click icon\_edit and then click ok, you will edit products material selected.



All field similar page Add new (you can view lates [**Add New**](#_Add_new_3))

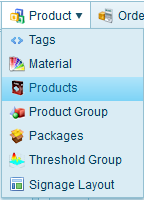
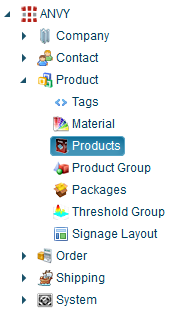
**Icon\_ delete: ** to delete products material selected, please click ok to delete products material

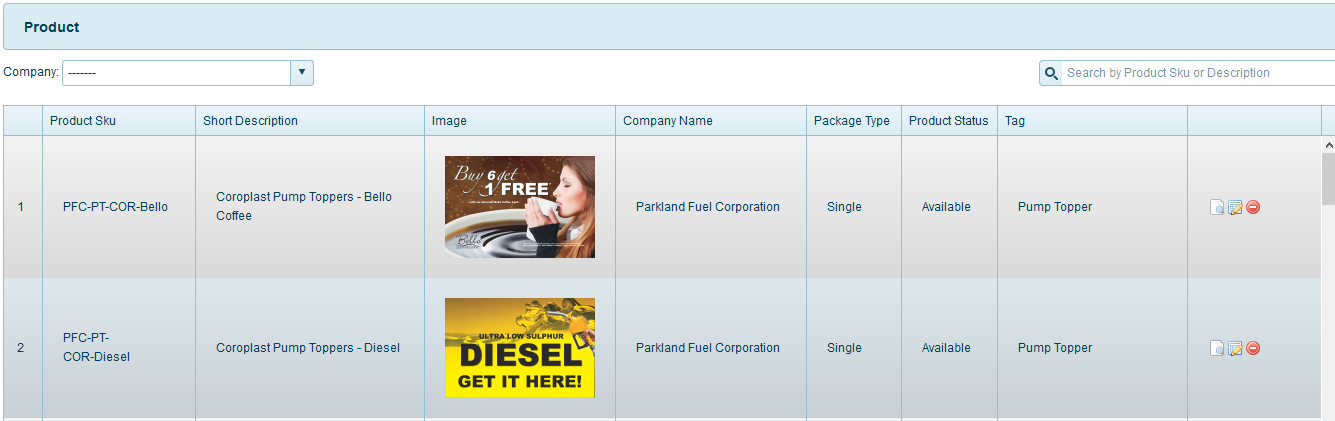


## **products – Products**

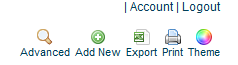
Description: List all products information

You can click from menu top Product 🡪 Products, or from menu left(when you clicked at least 1 menu from menu top) and then click menu you want, here Products:

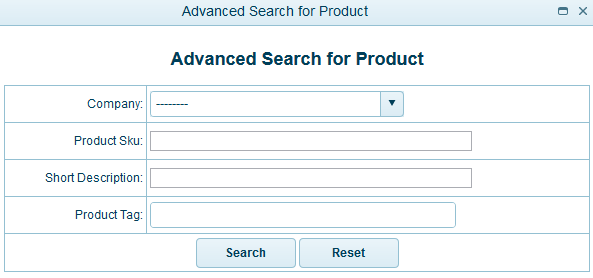
 



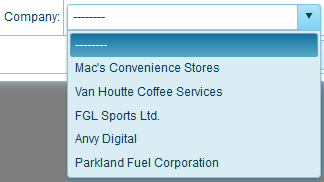
Function menu top right for page:



### Advanced

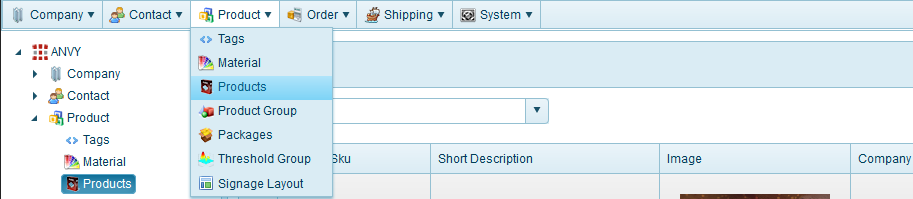


All company registed, you can see and then you need select 1 company you want search:



And then click button search:  or reset fileds selected by you 

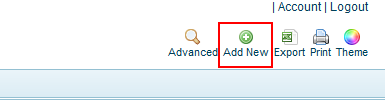
### Add New

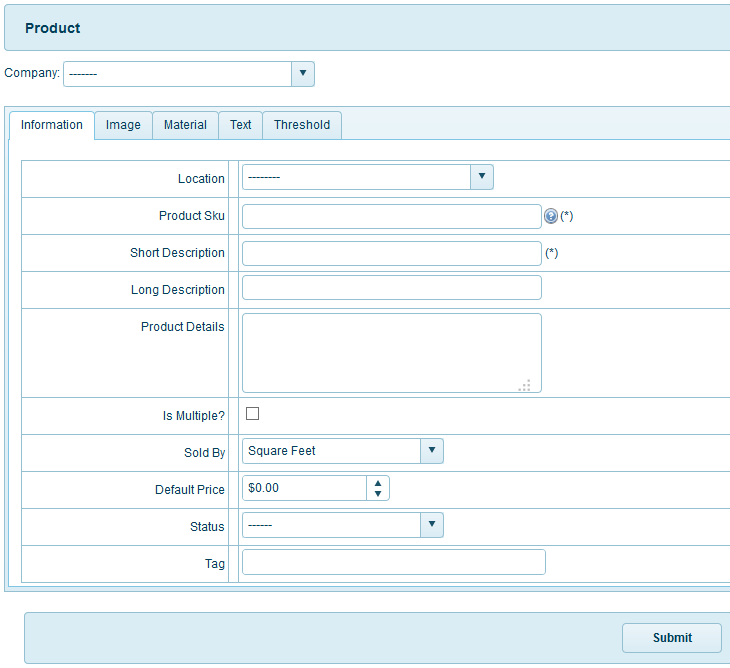
Please click the link **products** from menu **product  
**

You can saw this page **product**

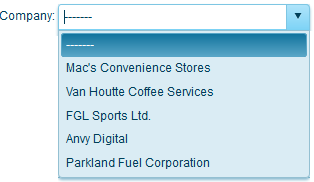
****

Please click the link **Add New** – menu top right from page **Products**



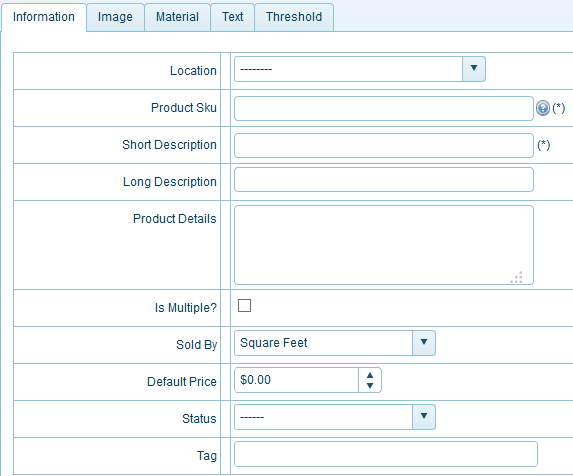


First you can choose company from field this, here you can see all company registed:

* **Company** – Select Company form list: (this field **required**)  
  

You can see 5 table you need input (information, image, material, text, threshold):

In tab Information:

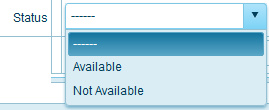


* Location: All location of company you selected

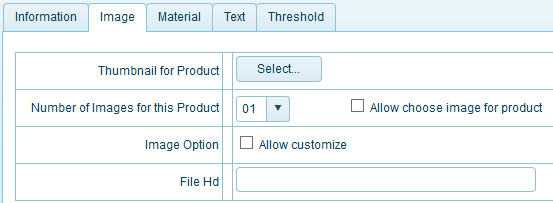


* Sold By: type sold by

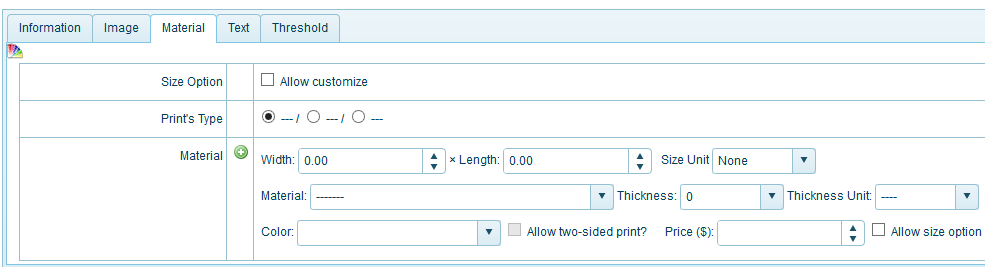


* **Status for Products** Avaliable or Not Avaliable
  + Avaliable: Status when you created will active similar products actived and   
    can use
  + Not Avaliable: as you do not create Products means products not use.

In tab Image:



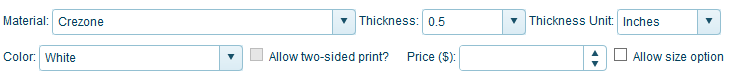
* **Thumbnail:** you can choose picture to thumnail for products to add new
* **Number of images for this products:** you can select number for products
* **Allow choose image for product:** allow choose images for products
* **Image Option:** you can allow customize, please click check box.



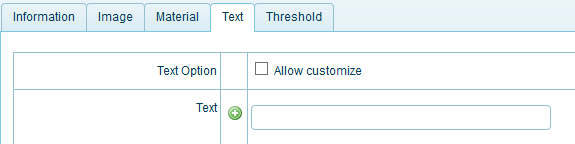
All information for products to add new

* **Size option:** you can allow customize, please click check box.
* **Prints type:** print type for this products
* **Material:** all information for products
  + Width
  + Length
  + Size unit
  + Material
  + Thickness
  + Thickness unit
  + Color material
  + Allow two-sided print: when you click checkbox color products will have two sided
  + Price: you can fix price for this products, if you want customer allow size option please click checkbox.

Or you choose material finish, field Thickness, Thickness Unit, Color will auto finish but you can edit all field if you want.



In tab Text:

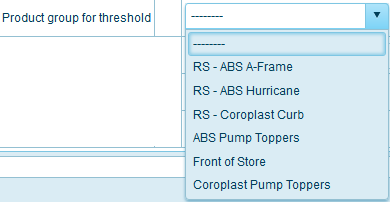


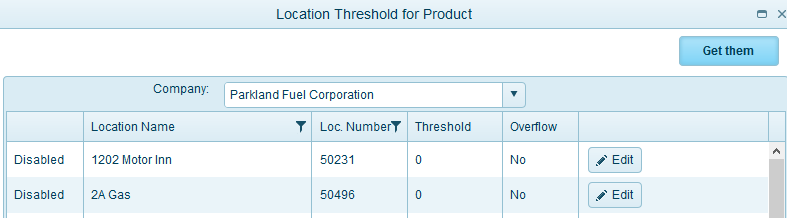
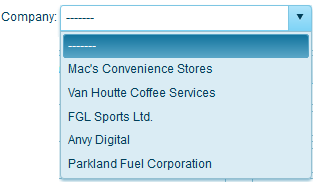
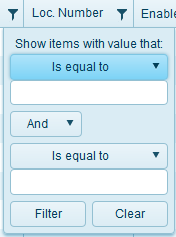
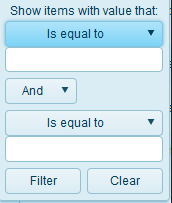
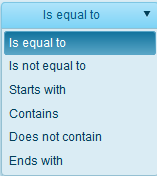
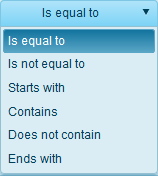
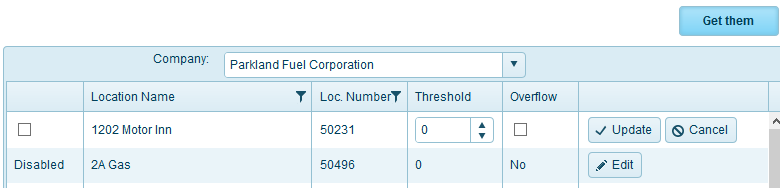
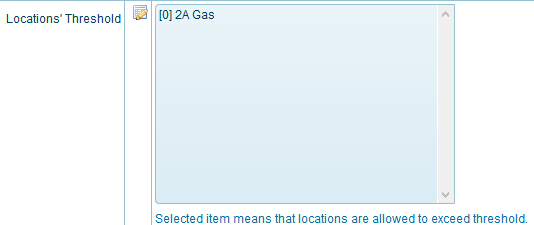
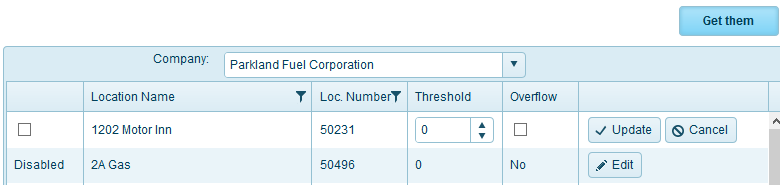
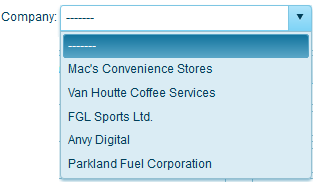
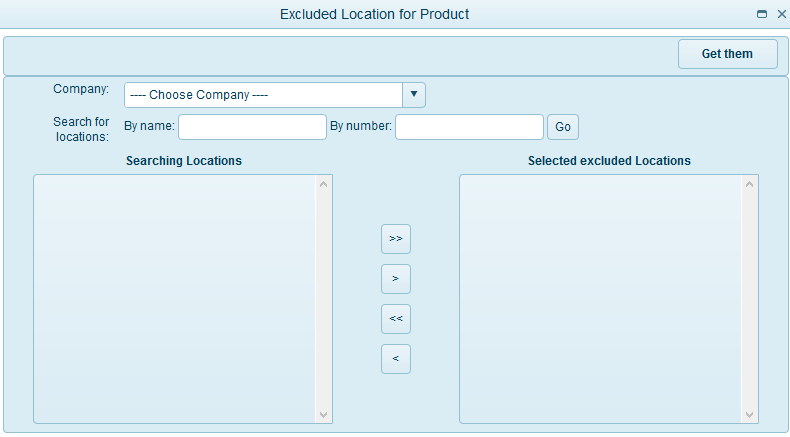
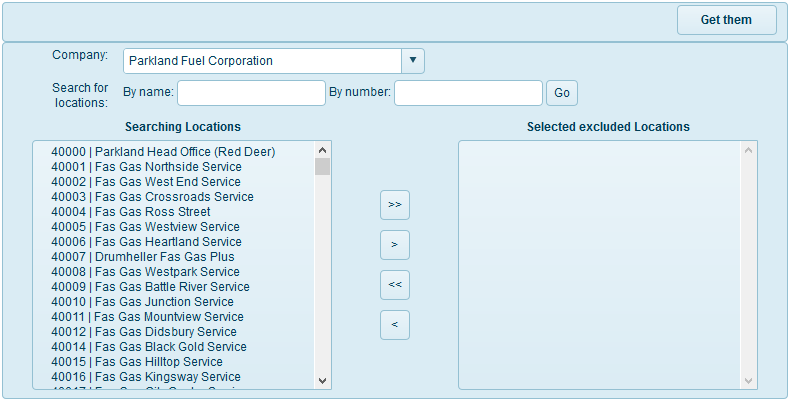
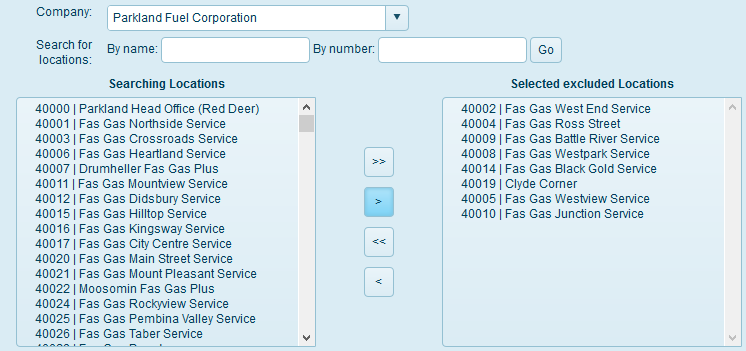
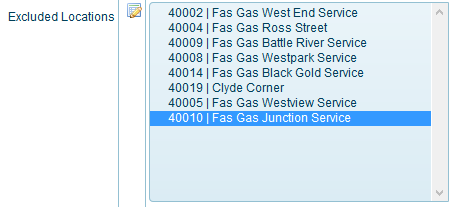
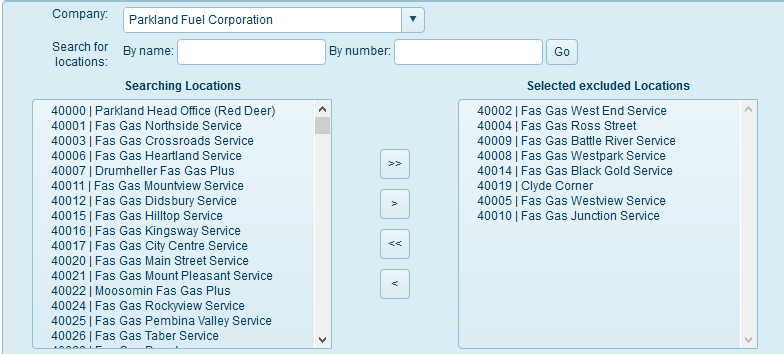
* **Text** option: allow customize text for products
* **Text**: you can add text you need and click icon  to add text for products.

In tab Threshold:



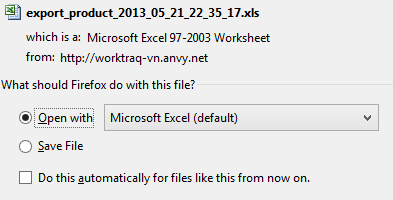
* **Product group for threshold**: you can choose group products for threshold from list

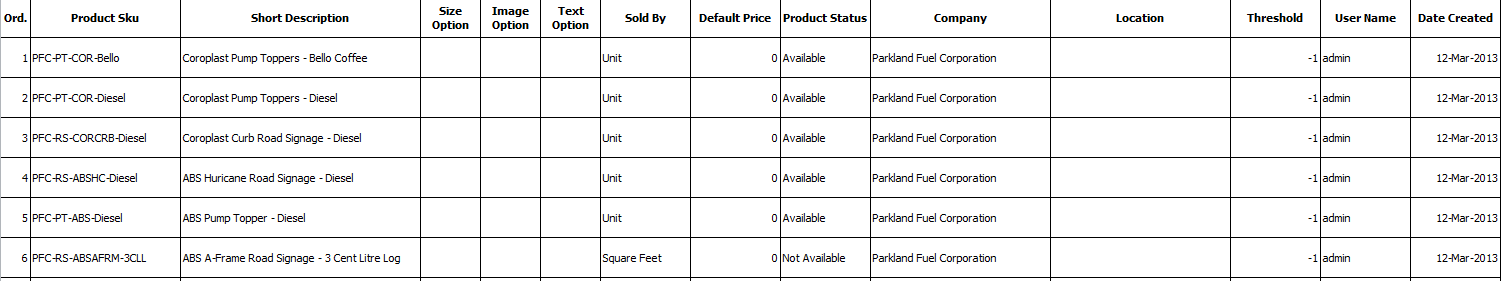


* **Approved Threshold:** you need click check box threshold and click number you want ****  
  Locations' Threshold: you can choose location threshold, please click icon  
     
    
    
  and then choose company you want use location threshold  
    
  When you choose company, you can see all location for this company  
    
    
  When you click icon  on field you will see filter lates:  
    
        
    
  Click button Edit   
  When Edit finish you can click button Update:  or cancel , and then click button Edit you can choose Location use select chekbox:   
    
    
  And then click button get them: , in Locations' Threshold you can see location you choose:  
    
  If you want delete location you can click button Edit  and click uncheck   
  and then click button get them:   
  in Locations' Threshold you can see location you choose will delete:   
  Excluded Locations:   
  When you choose company, you can see all excluded Locations for this companyYou can click corresponding location and then click button  or click button  get all location searching to box selected excluded locations.  
    
    
  You can remove location selected, you click button  or button  remove all location selected.  
  When you choose excluded locations you can click button  and you see:  
    
  If you want remove selected excluded locations you can click You can remove location selected, you click button  or button  remove all location selected.

After you input, check all field finish. You can click button:  to finish add new material.

### Export





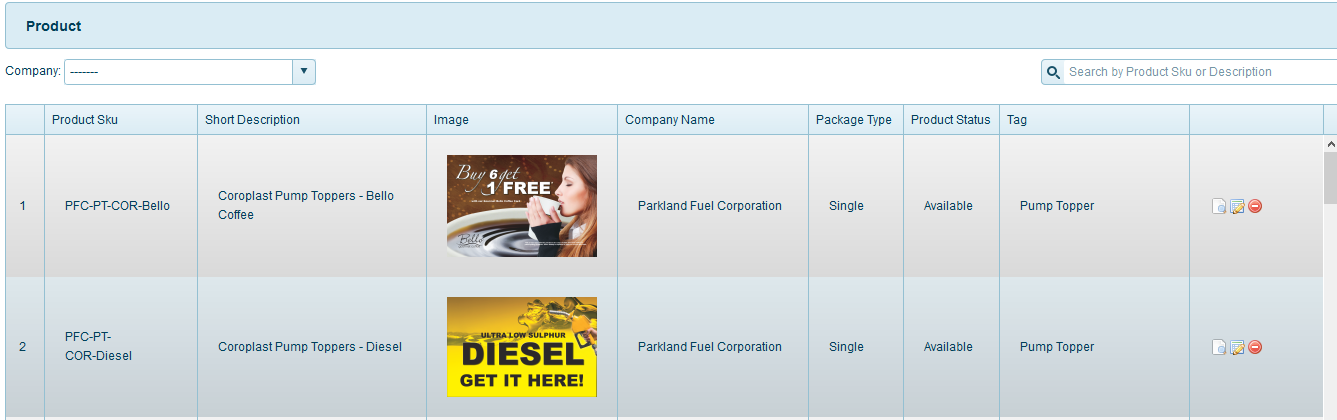
You want file contact Excel, please click icon Export

### Print

You want print file contact, please click icon print

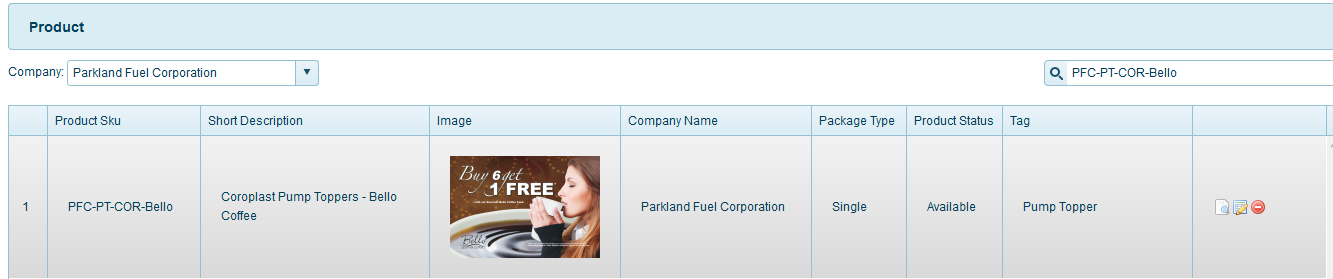
### Content - page



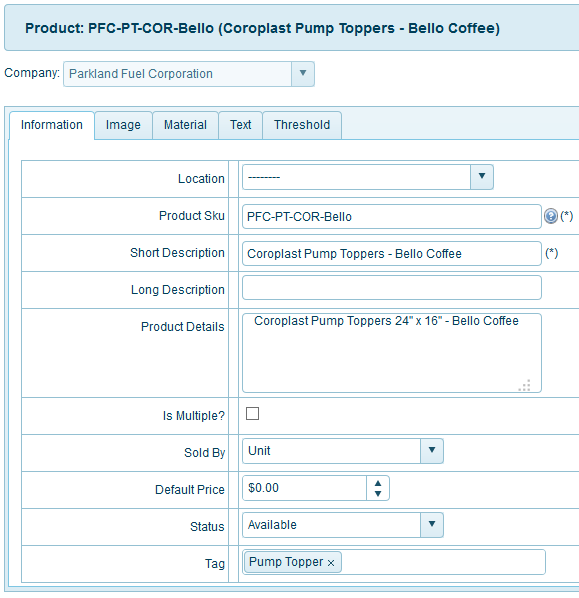
**Search products:**  
You can search products use field name or field company or both. Input products name or choose company or both you want to search here

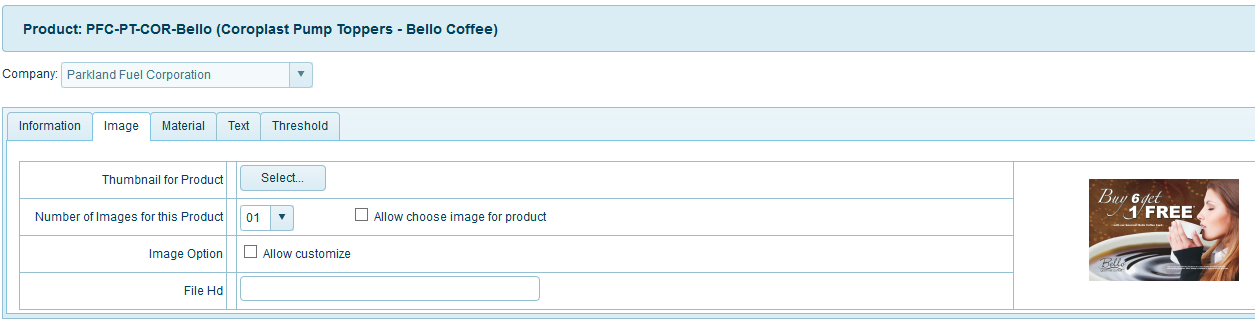
 

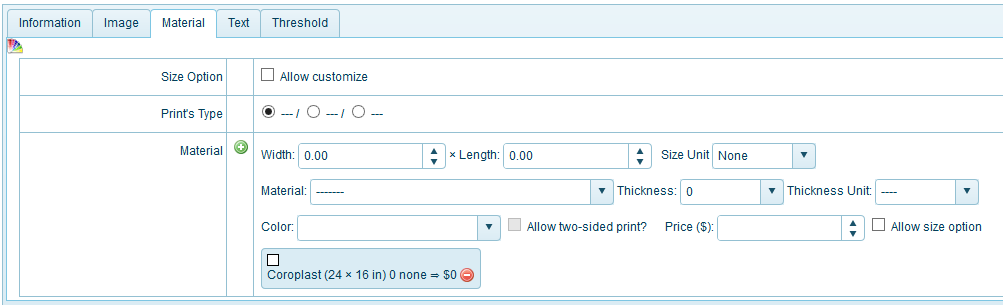


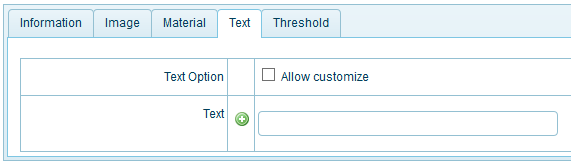


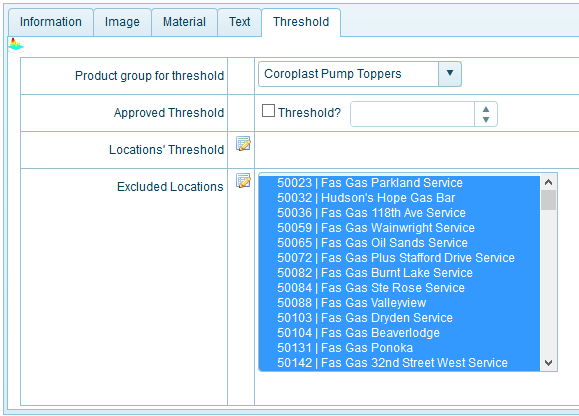
**Icon \_view click ** View contact information



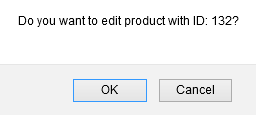








**Icon\_edit click: ** if you want Edit products, please click icon\_edit and then click ok, you will edit products selected.

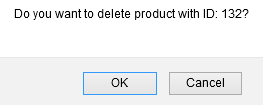


Here, you can not Edit Company name



All field similar page Add new (you can view lates [**Add New**](#_Add_New))

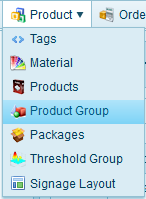
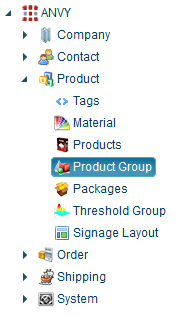
**Icon \_ delete: ** to delete products selected, please click ok to delete products

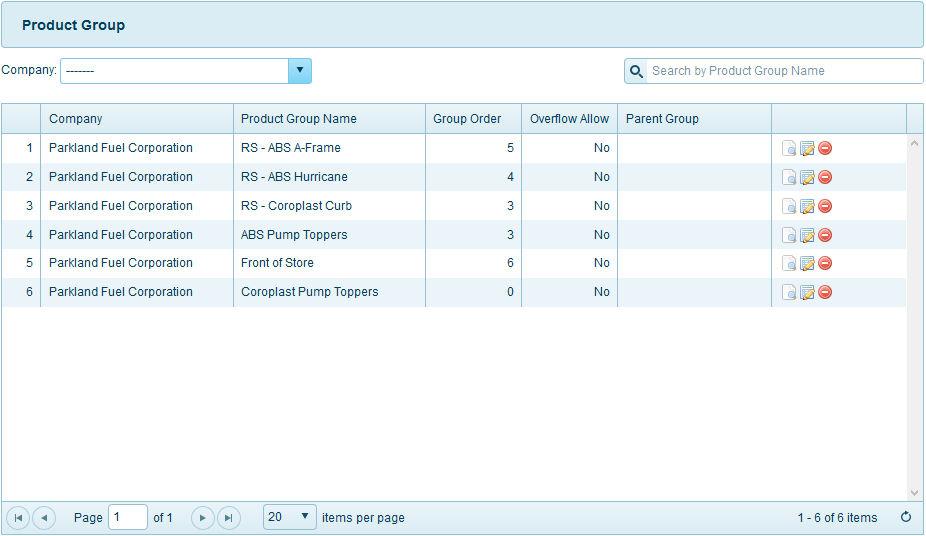


## **product – product Group**

Description: Group product

You can click from menu top Product 🡪 Product Group, or from menu left(when you clicked at least 1 menu from menu top) and then click menu you want, here Product Group:

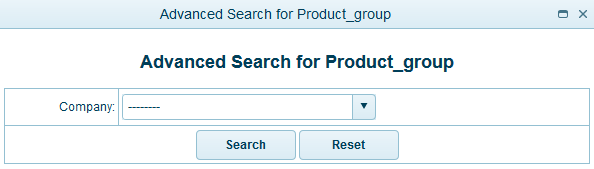
 



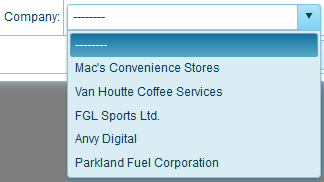
Function menu top right for page:



### Advanced

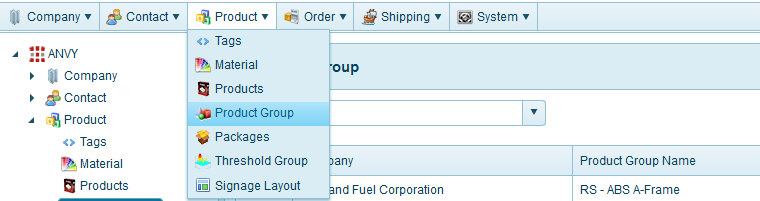


All company registed, you can see and then you need select 1 company you want search:

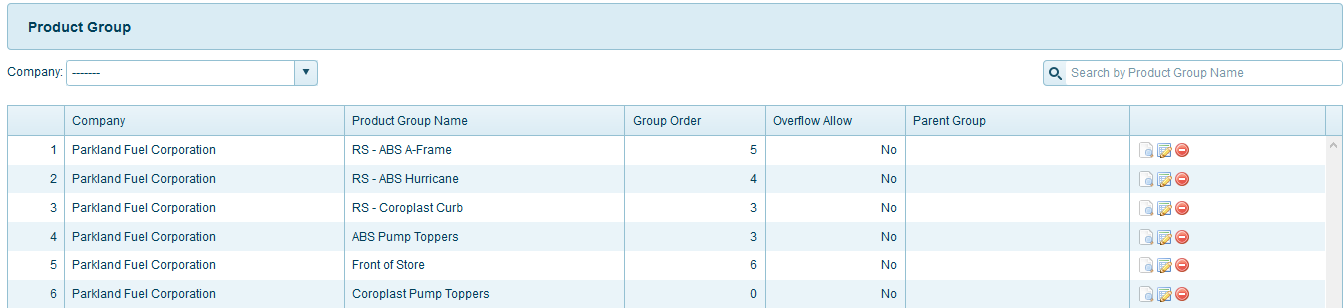


And then click button search:  or reset fileds selected by you 

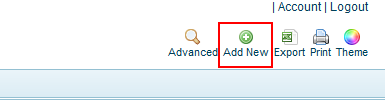
### Add New

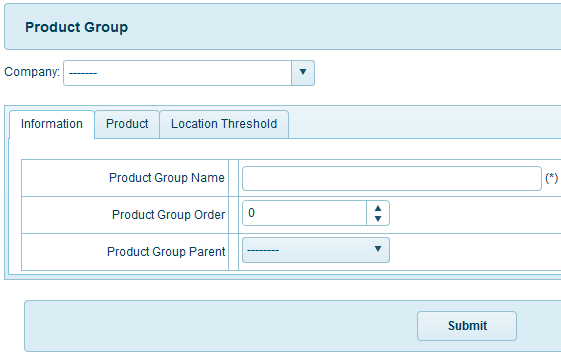
Please click the link **Product Group** from menu **Product  
**

You can saw this page **Product Group**

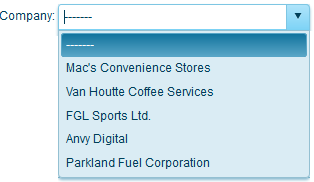
****

Please click the link **Add New** – menu top right from page **Product Group**



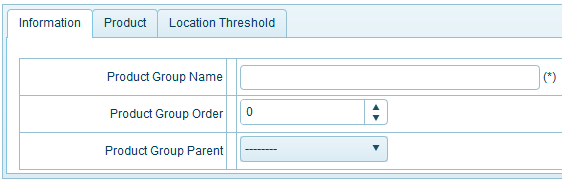


First you can choose company from field this, here you can see all company registed:

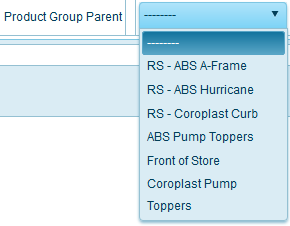
* **Company** – Select Company form list: (this field **required**)  
  

You can see 3 table you need input (information, product, location threshold):

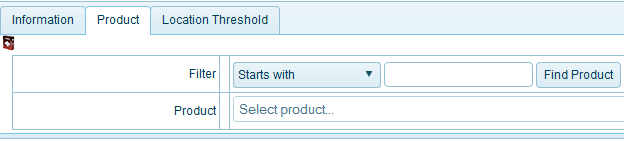
In tab information:

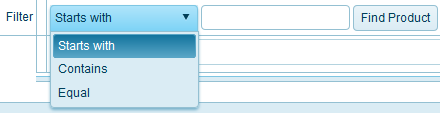
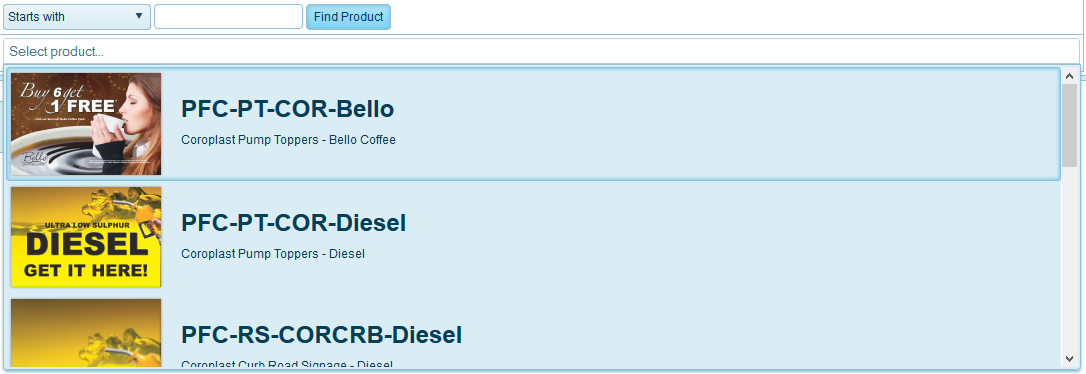
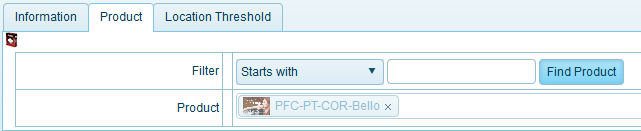


* **Product Group Parent:** all group product parent for company you choose

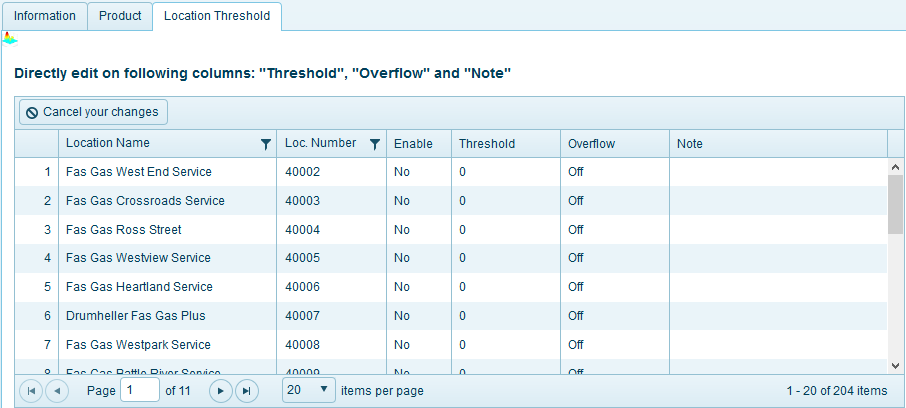


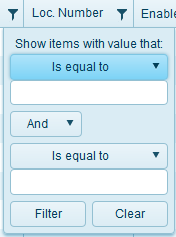
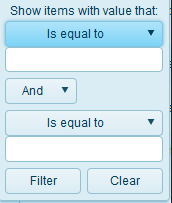
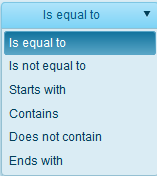
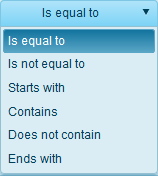
In tab information:



* **Filter:** you can find product on filter, filter have value(Starts with, containts, equal)   
  When you click button   
  And then you choose product:If you want remove products selected you can click 

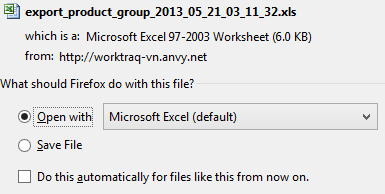
In tab location threshold:

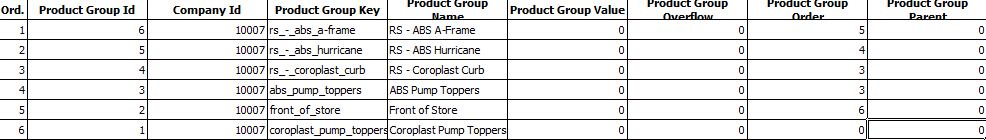


* When you click icon  on field you will see filter lates:  
      

After you input, check all field finish. You can click button:  to finish add new Product group.

### Export





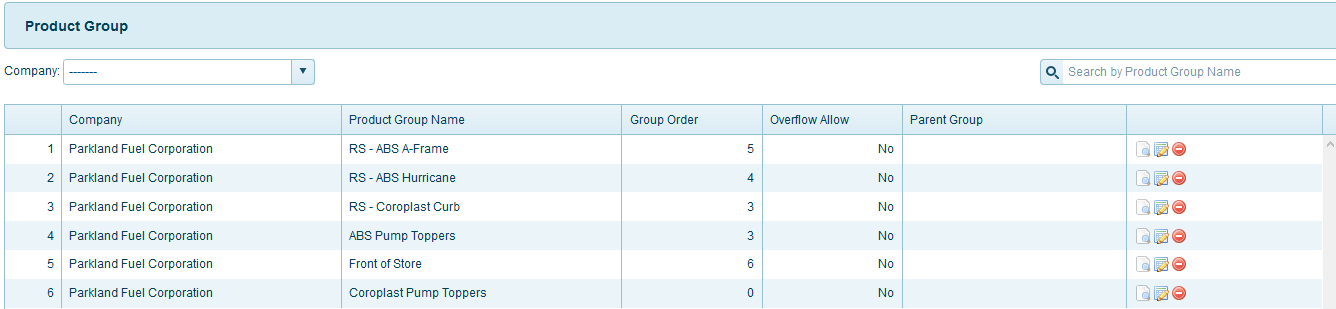
You want file contact Excel, please click icon Export

### Print

You want print file contact, please click icon print

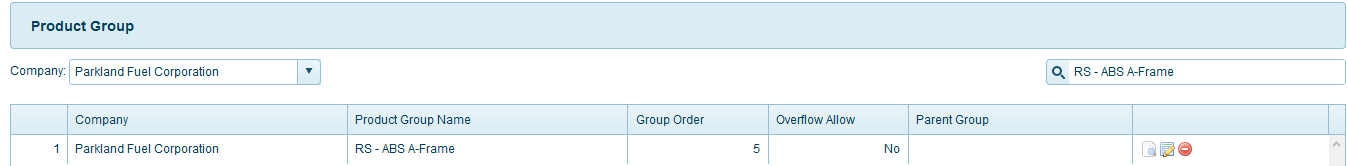
### Content - page



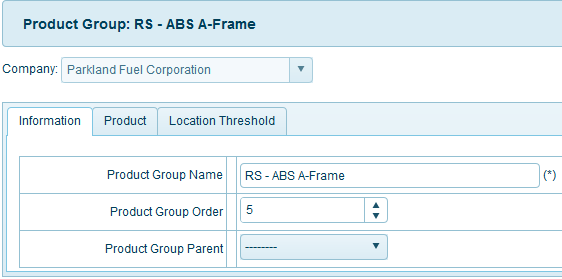
**Search products group:**  
You can search products group use field name or field company or both. Input products group name or choose company or both you want to search here

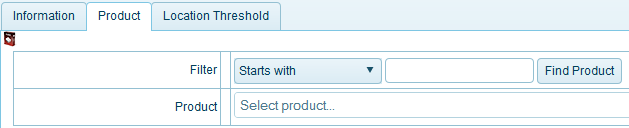
 

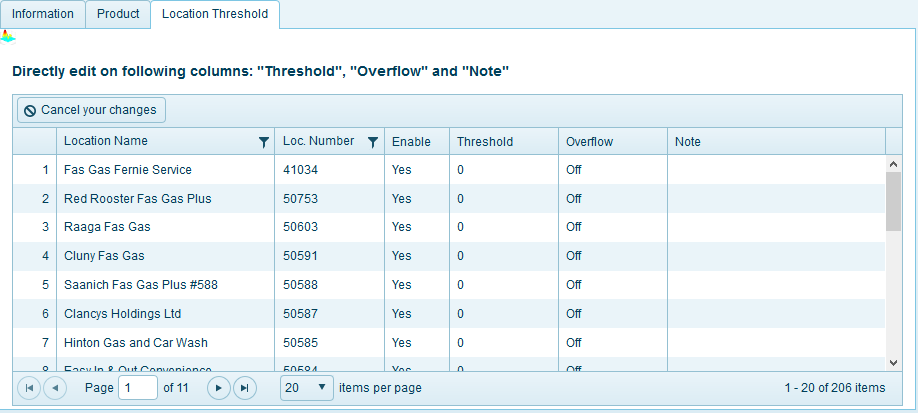




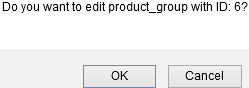
**Icon \_view click ** View products group information







**Icon\_edit click: ** if you want Edit products group, please click icon\_edit and then click ok, you will edit products group selected.

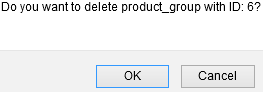


Here, you can not Edit Company name



All field similar page Add new (you can view lates [**Add New**)](#_Add_New_1)

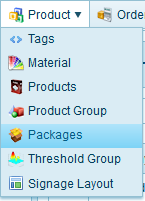
**Icon \_ delete: ** to delete products group selected, please click ok to delete products group



## **product – packages**

Description: Not avaliable.

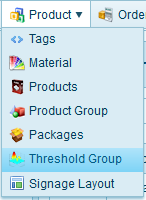
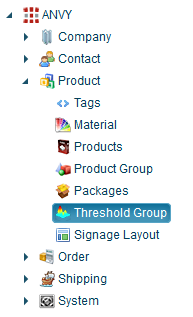
You can click from menu top Product 🡪 Packages:

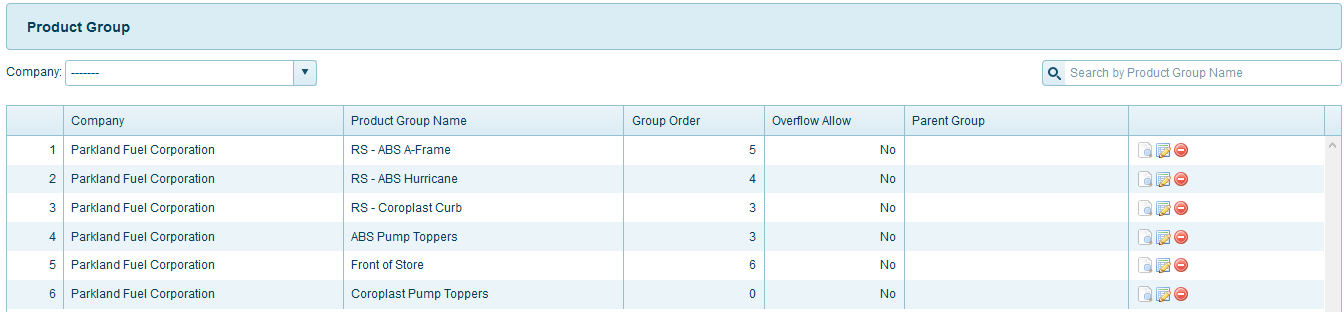


## **product – threshold group**

Description: threshold group of product in allocate to locations

You can click from menu top Product 🡪 Threshold group, or from menu left(when you clicked at least 1 menu from menu top) and then click menu you want, here Threshold group:

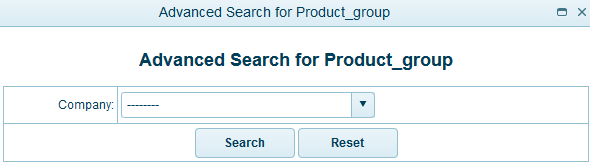
 



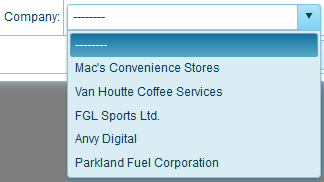
Function menu top right for page:



### Advanced

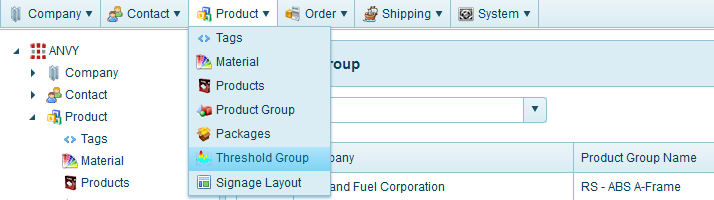


All company registed, you can see and then you need select 1 company you want search:

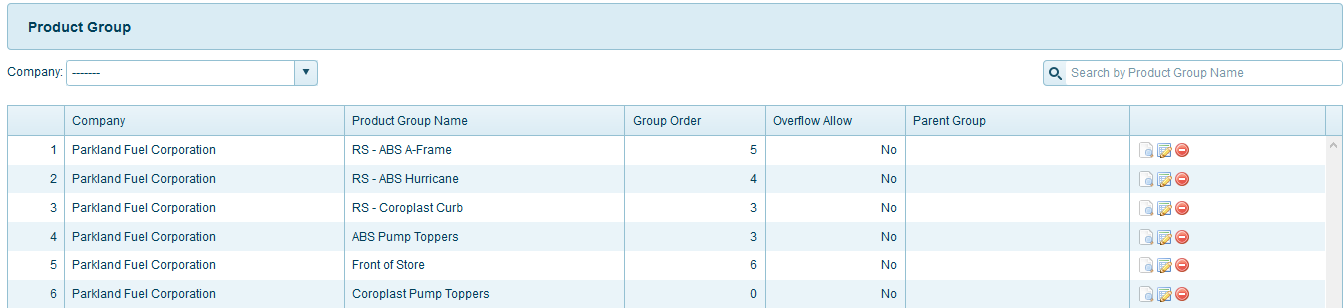


And then click button search:  or reset fileds selected by you 

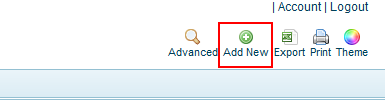
### Add New

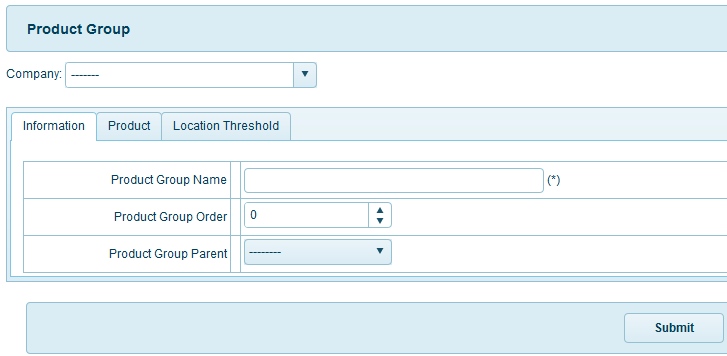
Please click the link **Threshold Group** from menu **Product  
**

You can saw this page **Threshold Group**

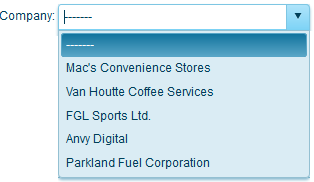
****

Please click the link **Add New** – menu top right from page **Threshold Group**



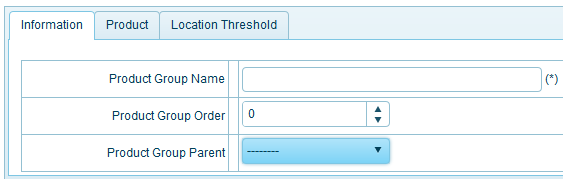


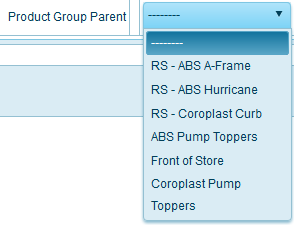
First you can choose company from field this, here you can see all company registed:

* **Company** – Select Company form list: (this field **required**)  
  

You can see 3 table you need input (information, product, location threshold):

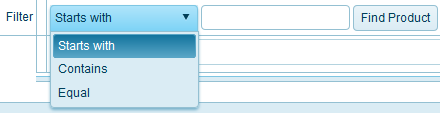
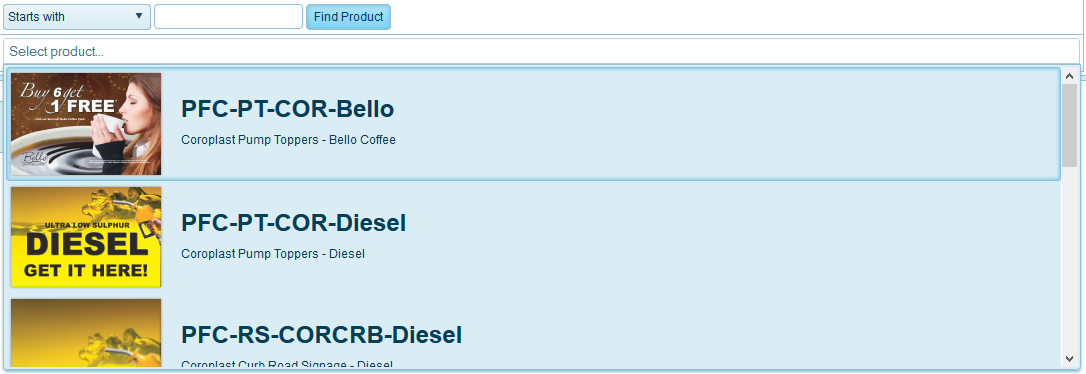
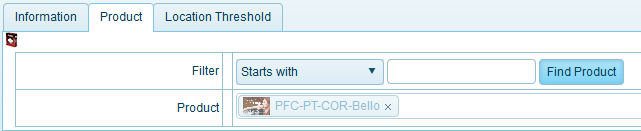
In tab information:



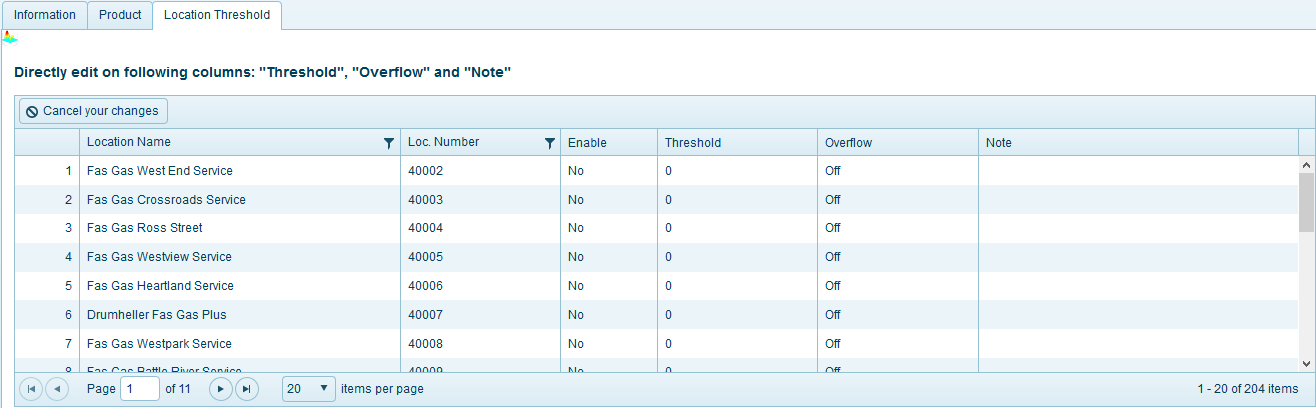
* **Product group order:** number product group you can choose
* **Product group parent:** product group parent you select in list for product

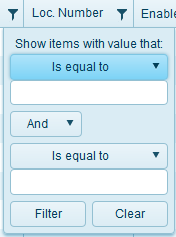
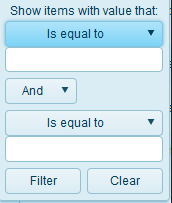
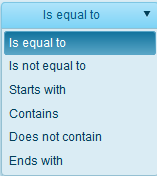
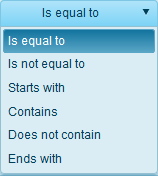
In tab product:



* **Filter:** you can find product on filter, filter have value(Starts with, containts, equal)   
  When you click button   
  And then you choose product:If you want remove products selected you can click 

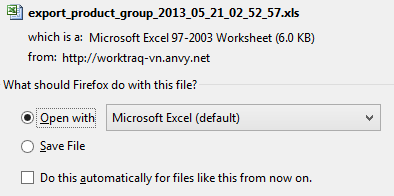
In tab location threshold:

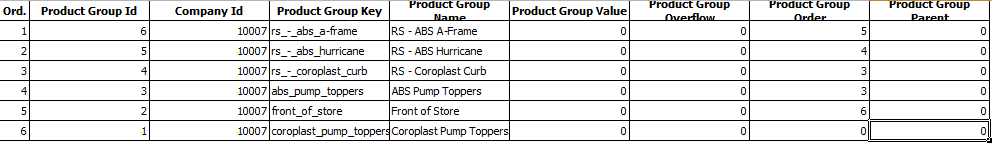


* When you click icon  on field you will see filter lates:  
      

After you input, check all field finish. You can click button:  to finish add new threshold group.

### Export





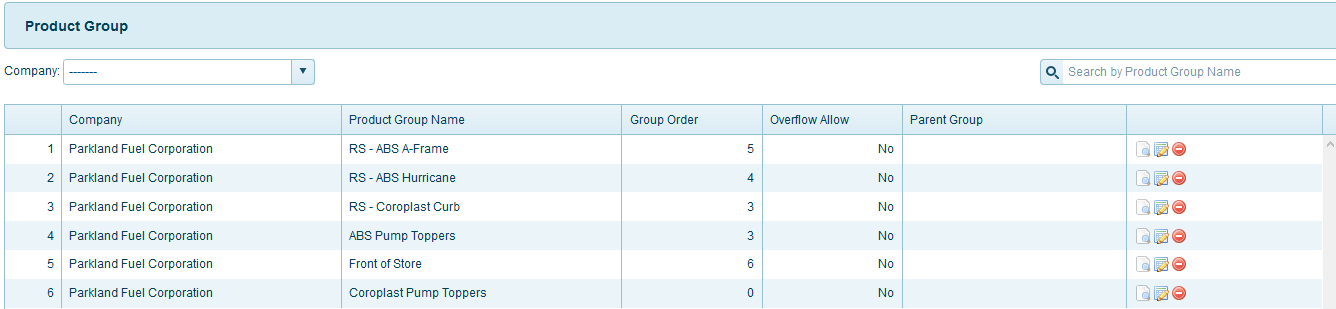
You want file contact Excel, please click icon Export

### Print

You want print file contact, please click icon print

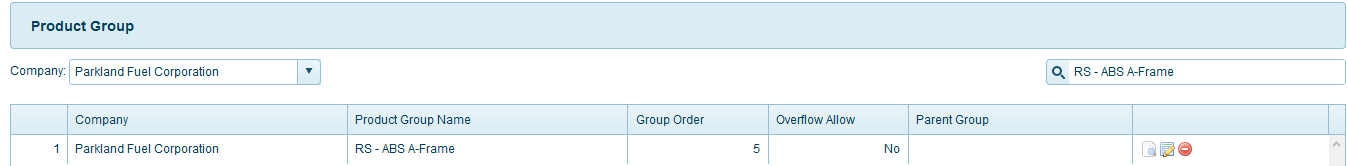
### Content - page



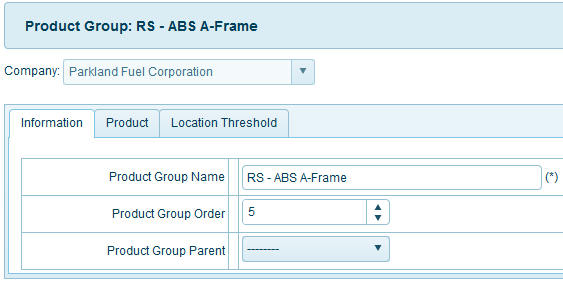
**Search products group:**  
You can search products group use field name or field company or both. Input products group name or choose company or both you want to search here

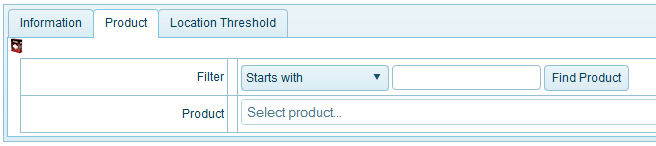
 

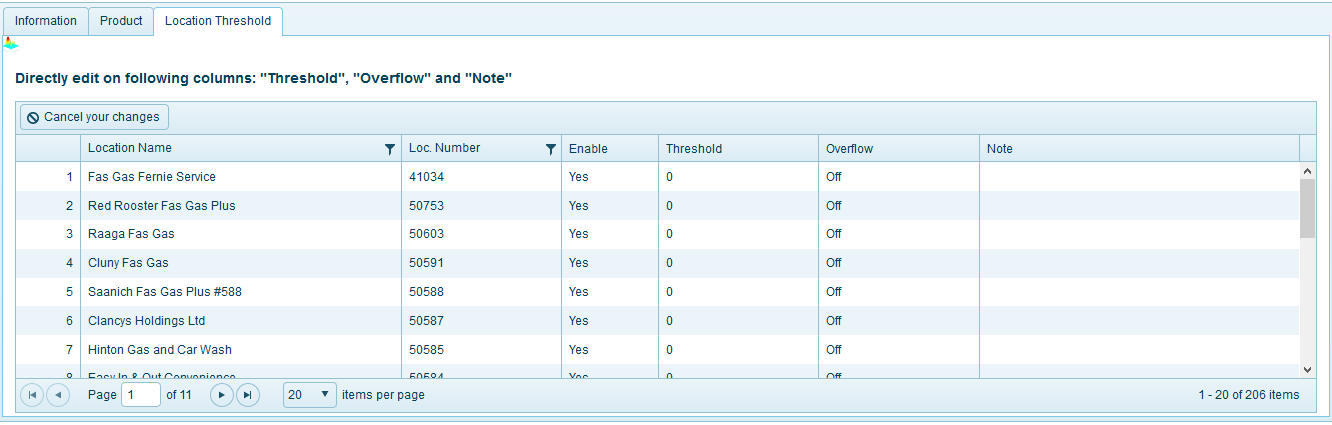




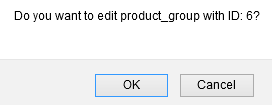
**Icon\_view click ** View Threshold group information







**Icon \_edit click: ** if you want Edit threshold group, please click icon\_edit and then click ok, you will edit threshold group selected.

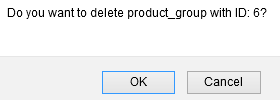


Here, you can not Edit Company name



All field similar page Add new (you can view lates [**Add New**)](#_Add_New_2)

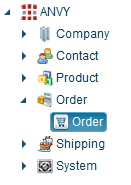
**Icon \_ delete: ** to delete threshold group selected, please click ok to delete threshold group



## **order – order**

Description: Customer order information  
If you want “Create Dispatch” first you have tracking company or you need created tracking company - [**LINK**](#_Add_New_7)

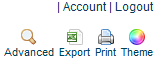
You can click from menu top Order 🡪 Order, or from menu left (when you clicked at least 1 menu from menu top) and then click menu you want, here Order:

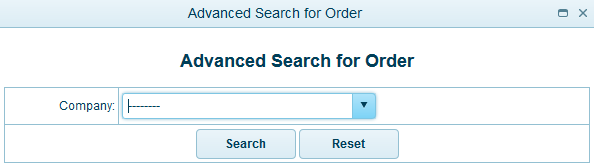
This part of the system will show all the order of users



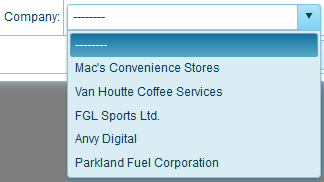
Function menu top right for page:



### Advanced

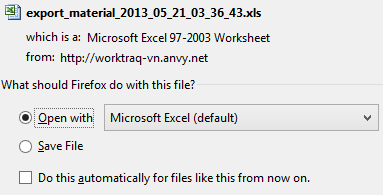


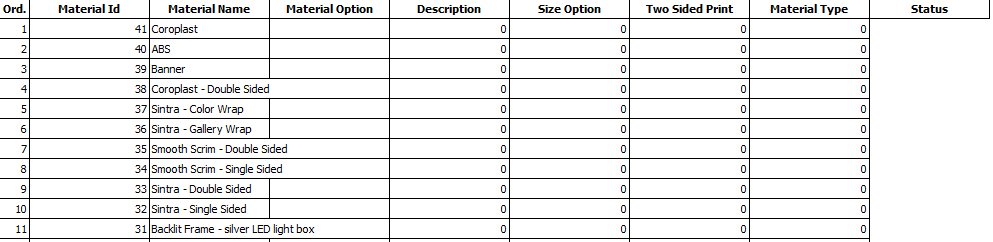
This part of the system is to manage the order from users, so you can’t add order or edit or delete user’s order. To search order by company choose company name on the drop down company



On the box you will see list of all company cooperate with Anvy, Choose company you want to view and system will filter all the order of company you choose

### Export





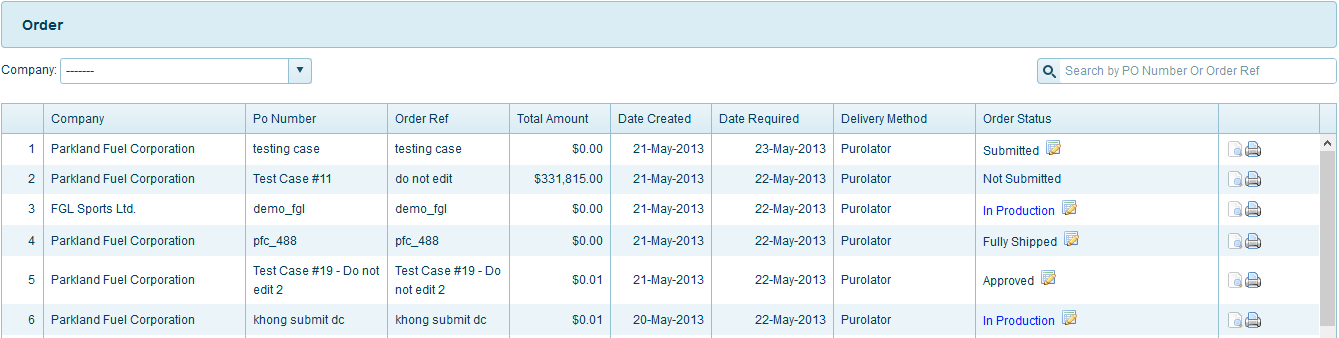
You want file contact Excel, please click icon Export

### Print

You want print file contact, please click icon print

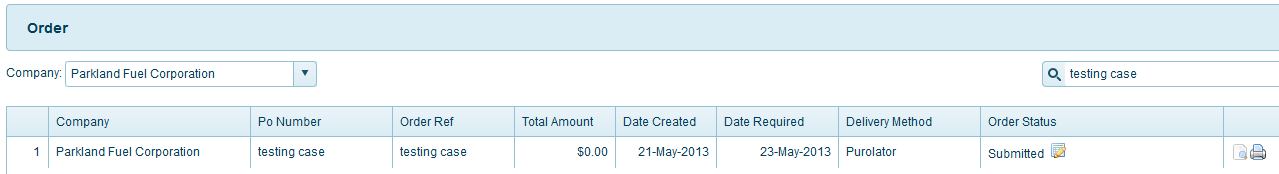
### Content - page

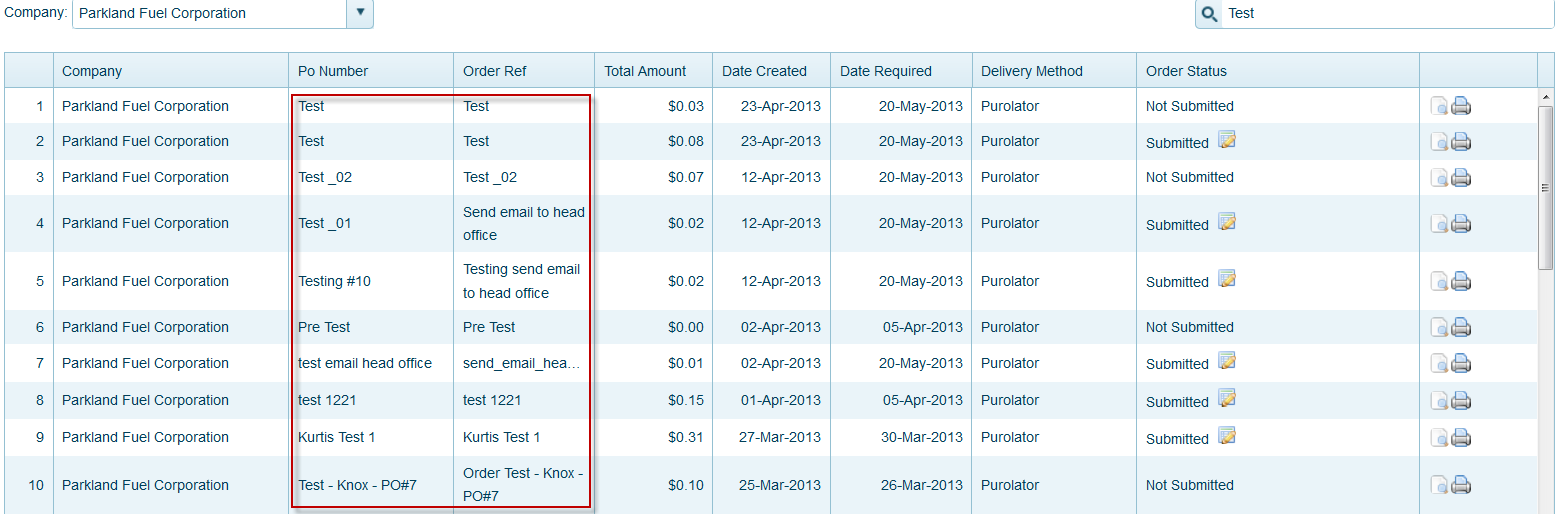


**Search Orders:**  
To search for a specify order you can’t type Order Number or Order Ref on the Search box on the top right of the page

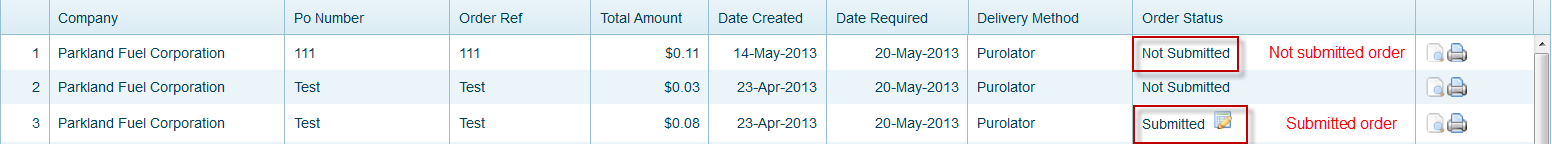
 



For example I search orders with Order Number or Order Ref contain “Test” of company “Parkland Fuel Corporation”.

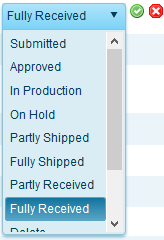


Status order’s have 3 type: “submitted, not submitted and pending”.



You can only view not submitted and pending orders but with submitted order you can edit order status

When click button  you can see: 

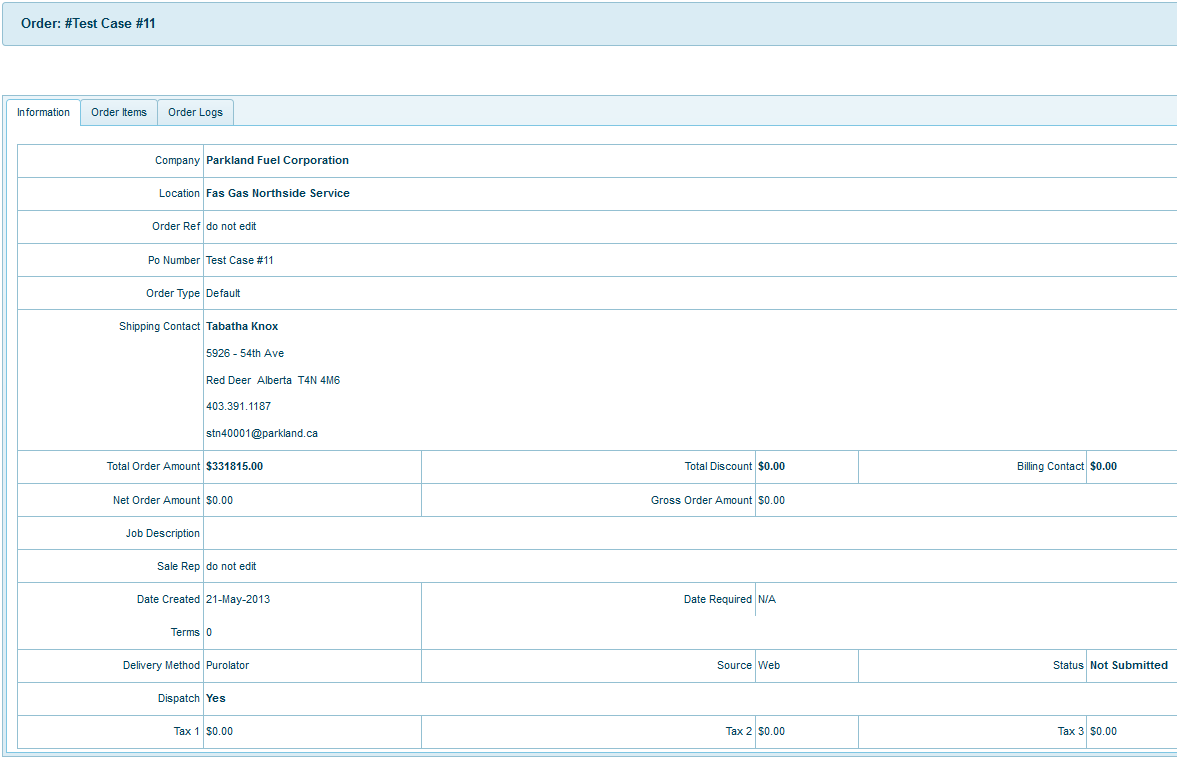


* Submitted
* Approved
* In Production (you can see lates LINK)
* Approved: Your order is accept and wait for your turn
* In Production: Your order is producing
* On Hold: Your order is hold for checking
* Partly Shipped: Your order is shipping partly
* Full Shipped: Your order is shipping full order
* Partly Received: Your order was received partly
* Fully Received: Your order was full received
* Delete: Your order was deleted
* Void: Your order was voided
* Canceled: Your order was canceled



**Icon\_view click ** View order information

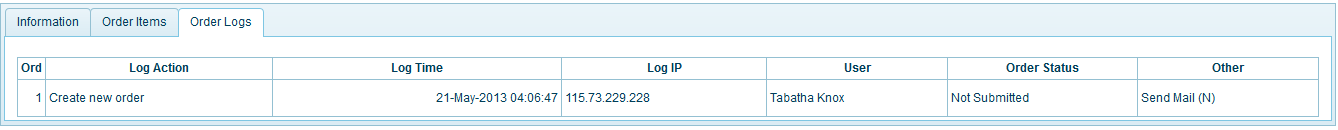
Information tab: contain all information of order and shipping contact



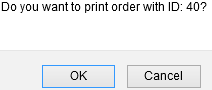
Order items tab: contain information of order’s item like name, quantity, total…



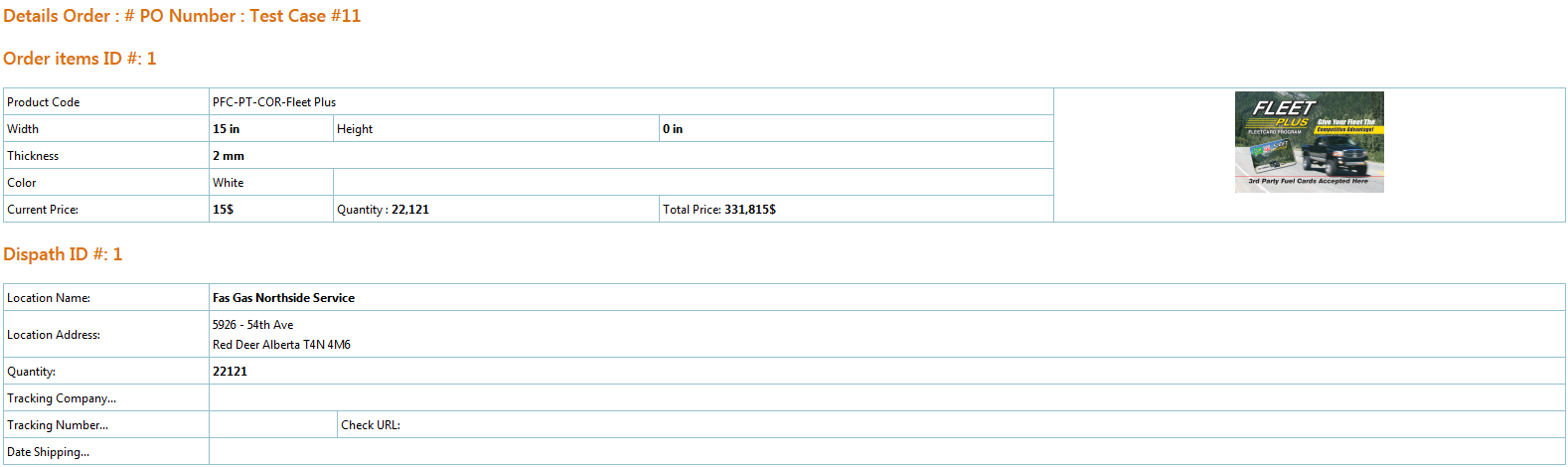
Order logs tab: show all information of order’s users. What they did before submit order



**Icon \_edit click:** if you want Edit order, please click icon\_edit and then click ok, you will edit order selected

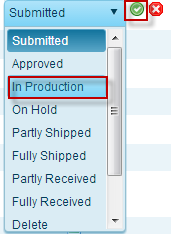
****





### In Production:

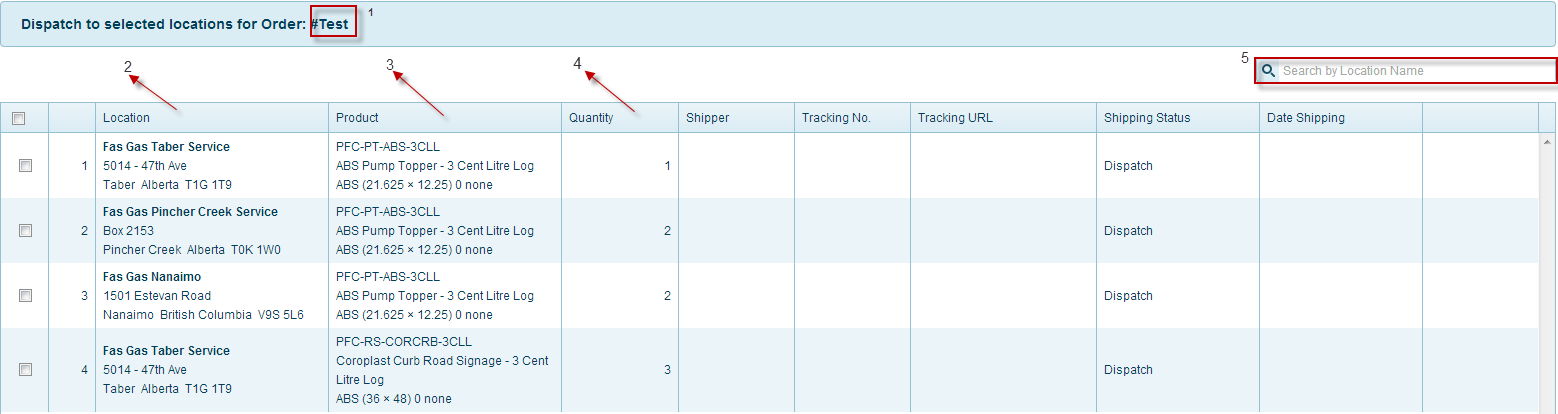
**Step 1:** Choose “In Production” from “Submitted” order.



And then click button accpet:  or cancel you can click button 

**Step 2:** click on link after status changes



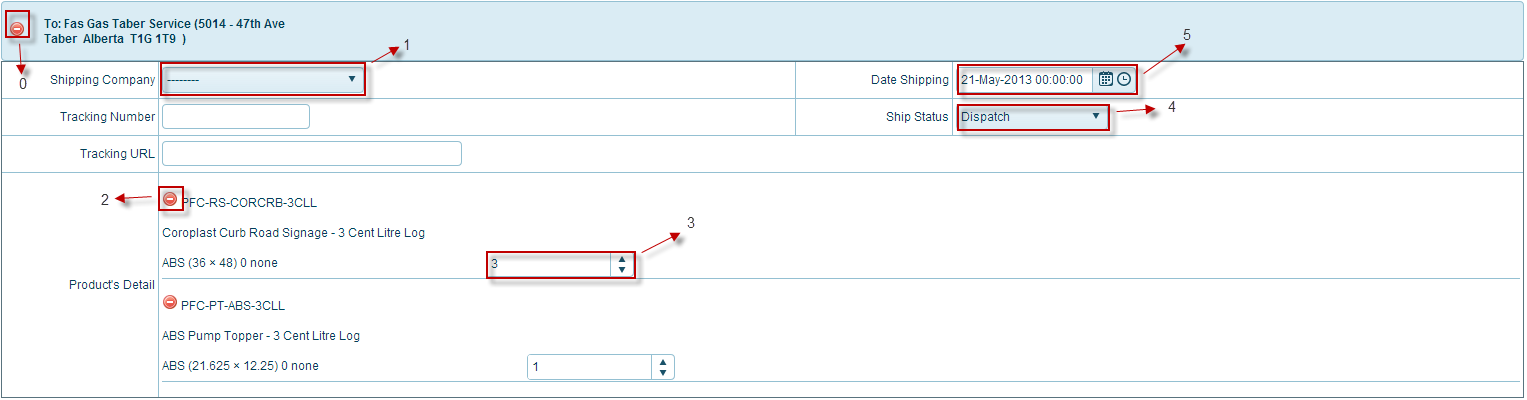


* 1 - Order Product Number
* 2 - Location information for shipping
* 3 - Product information to shipping
* 4 - Quantity to ship for each location
* 5 -Type location name here if you want search product shipping for location

Choose location you want to ship product then click “Create Dispatch”



**Step 3:** fill all the require field



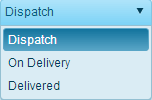
* 0 - Remove all tracking shipping 
* 1 - Choose shipping company to dispatch orders   
  (first you have tracking company or you need created tracking company - [**LINK**](#_Add_New_7))
* 2 - Remove product on tracking shipping
* 3 - Product quantity for shipping
* 4 - Date start dispatch
* 5 - Ship status

**Step 3.1 :** Shipping companies. Choose a shipping company cooperate with your company



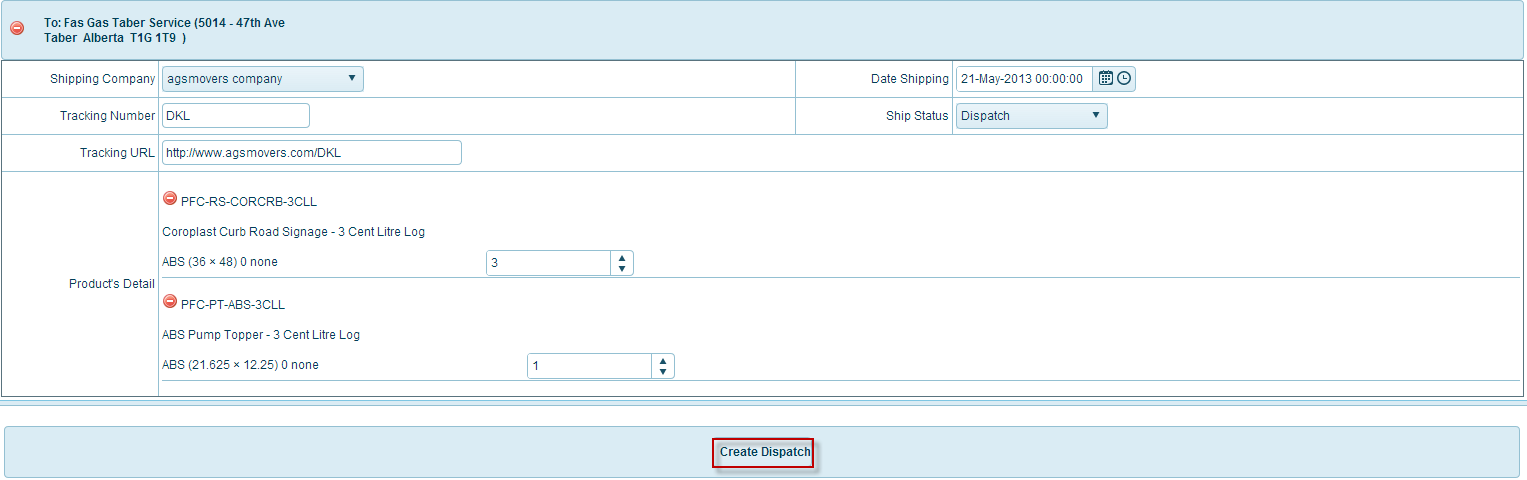
After choose shipping company, field “tracking url” and “tracking number” will auto fill with shipping company information

**Step 3.2 :** Choose status shipping

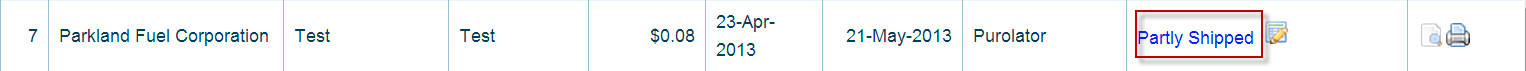


* **Dispatch**: dispatch to shipping company
* **On Delivery**: start delivering order to customer
* **Delivered**: Order was delivery

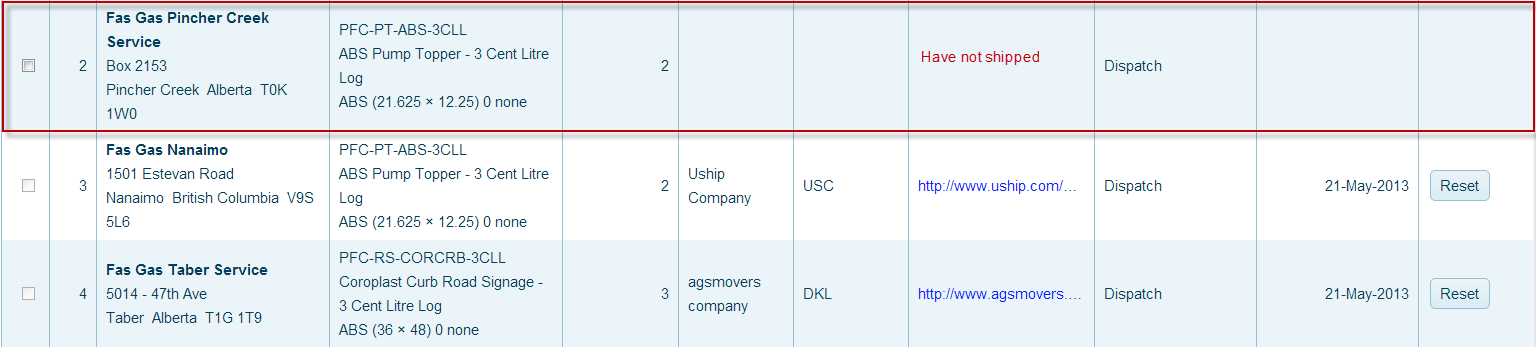
**Step 4:** Click Create Dispatch



**Step 5:** Check order status



Because we dispatch part of the order so order status change to Partly Shipped



After we dispatch all part of order:

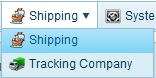
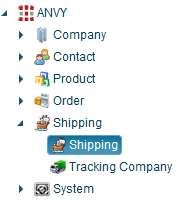


Final step: After customer received their order, we change order status to “Partly Received, Full Received

## **shipping – shipping**

Description: Customer Shipping information

You can click from menu top Shipping 🡪 Shipping, or from menu left(when you clicked at least 1 menu from menu top) and then click menu you want, here Tripping:

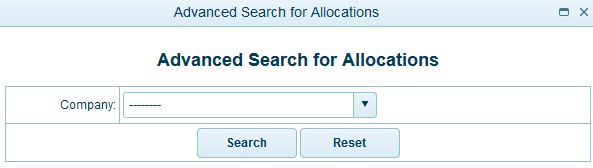
 



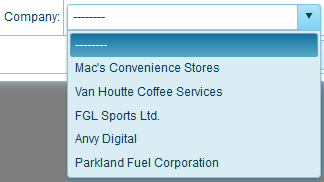
Function menu top right for page:



### Advanced

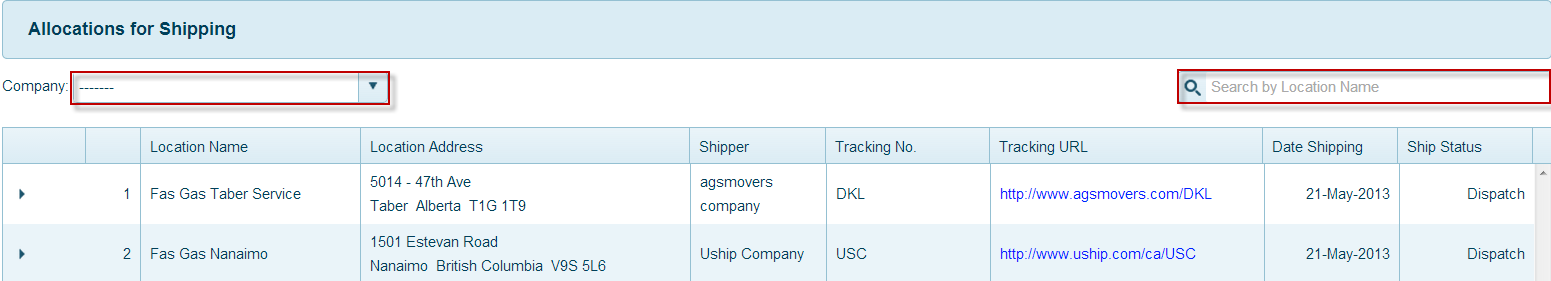


All company registed, you can see and then you need select 1 company you want search:

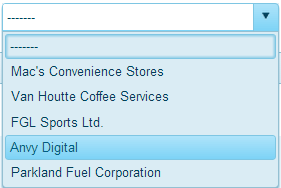


And then click button search:  or reset fileds selected by you 

List of shipping orders



To search shipping by company, choose company from list Company



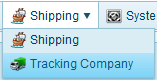
To search shipping location name, type location name on the location name field

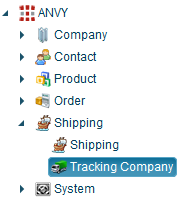


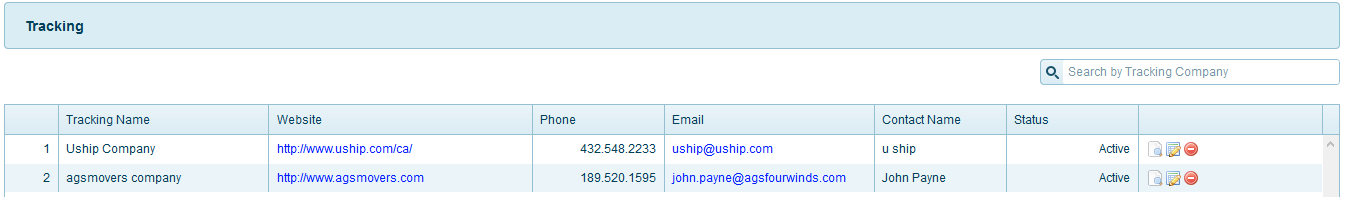
## **shipping – tracking company**

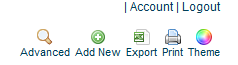
Description: Content all information of traccking company.

You can click from menu top Shipping 🡪 Tracking company, or from menu left(when you clicked at least 1 menu from menu top) and then click menu you want.  
Here Tracking company:

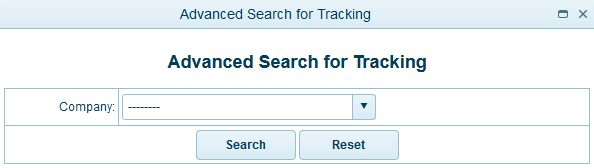




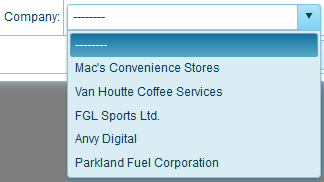




### Advanced

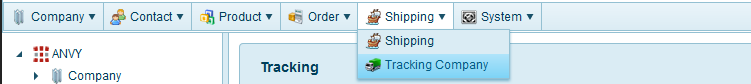


All company registed, you can see and then you need select 1 company you want search:

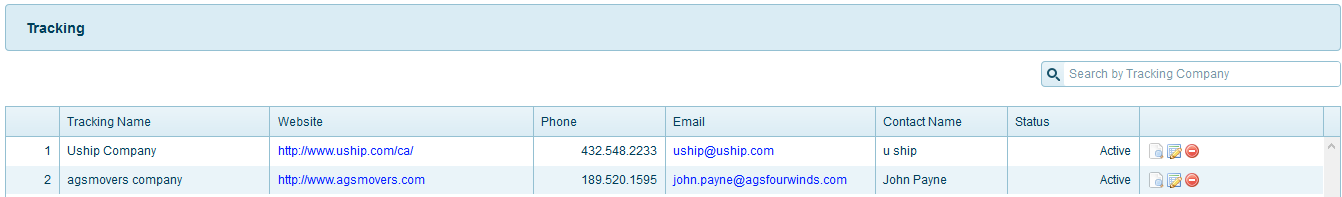


And then click button search:  or reset fileds selected by you 

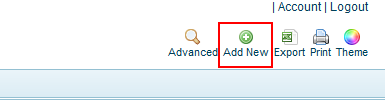
### Add New

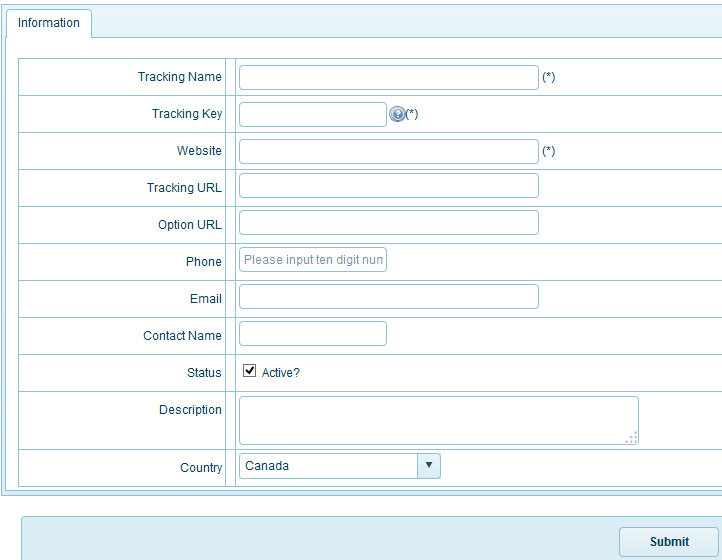
Please click the link **Tracking Company** from menu **Shipping  
**

You can saw this page **Tracking Company**

****

Please click the link **Add New** – menu top right from page **Tracking company**





* **Tracking name:** name tracking
* **Tracking key:** key tracking use to know status for product of you
* **Tracking URL:**  URL tracking is use tracking key on tracking URL
* **Status for Tracking company** Active or not active
  + Active: Status when you created will active similar tracking company actived
  + Not active: Tracking company is not active.  
    

After you input, check all field finish. You can click button:  to finish add new tracking company.

### Export





You want file contact Excel, please click icon Export

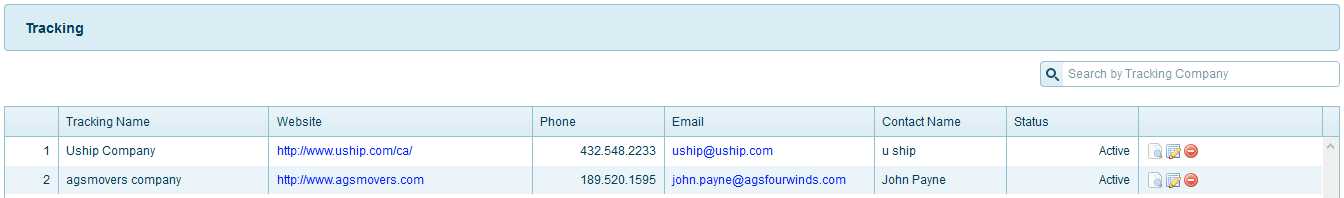
### Print

### 

You want print file contact, please click icon print

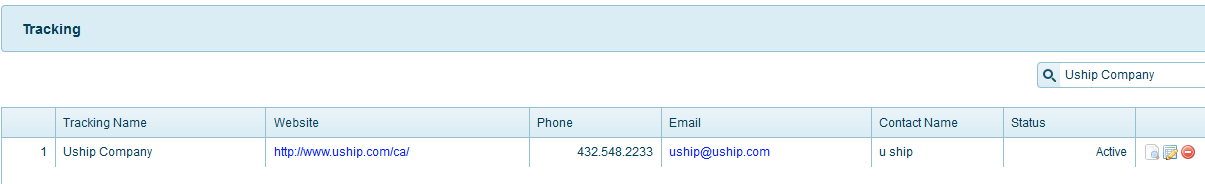
### Content - page





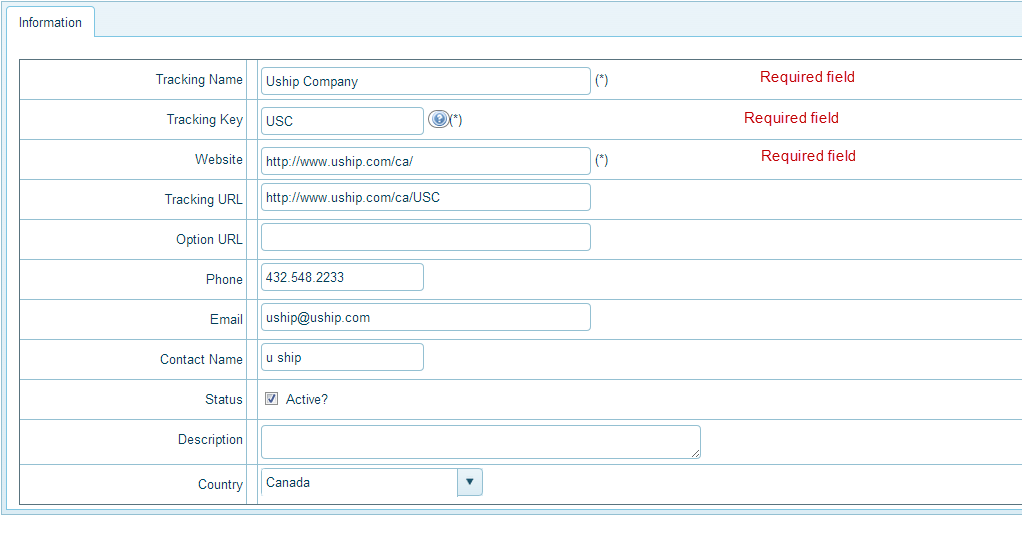
**Search Tracking company:**  
You can search tracking company use field name. Input tracking company name you want to search here



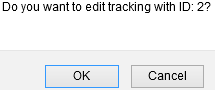




**Icon\_view click ** View Tracking company information



**Icon \_edit click: ** if you want Tracking company, please click icon\_edit and then click ok, you will edit tracking company selected.



All field similar page Add new (you can view lates [**Add New**)](#_Add_New_7)

**Icon \_delete: ** to delete tracking company selected, please click ok to delete tracking company

